

Department of the Army
Pamphlet 30-22

Food Program

Operating Procedures for the Army Food Program

Headquarters
Department of the Army
Washington, DC
30 August 2002

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 30-22

Operating Procedures for the Army Food Program

This new pamphlet is a consolidation of procedural guidance for the Army Food Program. It contains procedures that were previously contained in four regulations: AR 30-1, AR 30-16, AR 30-18, and AR 30-21. Procedures from these four regulations have been separated from policy, rewritten, and incorporated into this publication. This pamphlet provides manual procedures to comply with policy guidance contained in AR 30-22. Specifically, this pamphlet--

- o Contains procedures for operating a la carte dining facilities (chap 3).
- o Provides procedures for completing the Food Service Management Plan (chap 3, app E).
- o Contains procedures for conducting operational reviews of dining facilities and completing action plans (chap 3, app F).
- o Describes procedures for incorporating new subsistence items and conducting comparison cuttings (chap 3).
- o Provides procedures for planning meals, requisitioning, receiving, inspecting, and safeguarding subsistence, and inventory management (chap 3).
- o Details procedures for headcount, cash collection, and the use of DD Form 1544 (chap 3).
- o Combines DA Form 7170-R (Troop Issue Subsistence Activity Equipment Replacement Record) and DA Form 3988 (Equipment Replacement Record) into revised DA Form 3988 (chaps 3 and 5).
- o Provides procedures for the Reserve Component Subsistence System (chap 3).
- o Explains new methods for maintaining the dining facility account replacing DA Form 3980-R (Dining Facility Account Card) with DA Form 7455 (Financial Summary) (chap 3).
- o Revises and expands the use of DA Form 4552, Kitchen Requisition, to replace DA Form 3034-1 (Sensitive and High Dollar Item Disposition) (chap 3).
- o Revises and expands the use of DA Form 2970 (Headcount Report) to replace DA Form 3033 (Headcount Record) (chap 3).
- o Provides procedures to assist in food service contract administration (chap 3).
- o Provides completion procedures for the Consolidated Food Service Equipment Replacement and Budget Record (chap 3).

- o Contains procedures for the Philip A. Connelly Awards Program and the Culinary Arts Competition (chap 3).
- o Revises DA Forms 5415 (Garrison Category Competition Checklist) and DA Form 5416 (Field Category Competition Checklist) for Connelly Award evaluations (chap 3).
- o Provides procedures for garrison support to a field environment (chap 4).
- o Revises and expands the use of DA Form 5914 (Ration Control Sheet) to replace DA Form 5309-R (Operational Ration/Box Lunch Control Sheet) (chap 4).
- o Provides procedures for operating a field kitchen and a field Class I point (chap 4).
- o Details specific handling procedures for frozen meals, ready to eat (chap 4).
- o Provides procedures for completing the Troop Issue Management Report (chap 5).
- o Provides procedures to conduct inventories and to maintain the Troop Issue Management Activity account (chap 5).
- o Contains sample standing operating procedures for headcount operations (app B).
- o Details instructions for completing Food Service Management Board minutes (app D).
- o Provides an operational consideration plan and checklist for Army the Field Feeding System (app G).

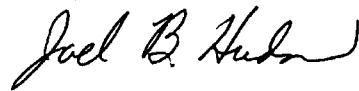
Food Program

Operating Procedures for the Army Food Program

By Order of the Secretary of the Army:

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Chief of Staff

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Secretary of the Army

History. This publication is a new Department of the Army pamphlet that consolidates and supersedes the operating procedures previously contained in four separate Army regulations.

Summary. Operating procedures for the Army Food Program have been completely rewritten and consolidated into one pamphlet encompassing garrison, field, and subsistence support. Policies that guide these procedures have been separated and are incorporated in Army Regulation 30-22. This pamphlet establishes procedures for implementing a la carte

dining facilities and for watercraft facilities that provide subsistence when underway or in dock. Additionally, the pamphlet provides procedures for using catered meals and host nation meals. The consolidated pamphlet gives procedures for operating under the subsistence prime vendor program and includes guidance for the implementation of the U.S. Department of Agriculture Food Recovery Program.

Applicability. This pamphlet applies to all Active Army, Army National Guard of the United States, and United States Army Reserve units performing a food service mission in the absence of an automated information management system. During mobilization, the proponent may modify chapters and procedures contained in this pamphlet. The procedures in this pamphlet are not applicable to cadet mess dining facilities at United States Military Academies. Academies are governed by DOD 7000.14-R, volume 12, chapter 20.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G-4. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The

proponent may delegate this authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Suggested Improvements. Users may send comments and suggested improvements or changes on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Director, U.S. Army Logistics Integration Agency, ATTN: LOIA-ZA, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

Distribution. This publication is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1

Introduction

1-1. Purpose

a. This pamphlet provides information and manual procedures for the operation and management of the Army Food Program. This includes subsistence supply and food service programs in both garrison and field operations. Army Regulation (AR) 30-22 contains policy for the Army Food Program. Administrative procedures in this pamphlet are for manual operations. Forms prescribed by this pamphlet are standardized and are to be prepared as specified. Submit requests to use other than these standard forms to Army Center of Excellence, Subsistence (ACES).

b. The manual procedures in this pamphlet are the basis for defining automated procedures and developmental actions. Primary food service functions have been automated as part of the Army Food Management Information System (AFMIS). Installations using AFMIS use instructions contained in the following automated data systems manuals (ADSM) to perform those functions that are automated.

(1) Army Information Standards Management (AISM) 18-L37AJK ATTEM1 (TROOP ISSUE SUBSISTENCE ACTIVITY (TISA))

(2) AISM 18-L37AJK ATTEM2 (WAREHOUSE)

(3) AISM 18-L37AJK ATTEM3 (INSTALLATION FOOD ADVISOR)

(4) AISM 18-L37AJK ATTEM4 (DINING FACILITY OPERATIONS)

c. This pamphlet is intended for use by those food activities and operations lacking AFMIS (Army National Guard (ARNG) and U.S. Army Reserve (USAR)). It is also intended for use in the event of extended automation or power failures. Procedures that are not part of AFMIS (namely field feeding) are provided.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this pamphlet are explained in the glossary.

1-4. Food service and subsistence programs

The specific explanations and procedures of the food service and subsistence programs are delineated as follows:

a. Garrison food service operations for both the Active Army and Reserve Components (RCs) are in chapter 3 of this pamphlet.

b. Field training operations (both local training areas (LTA) and deployments) for both the Active Army and RCs are in chapter 4 of this pamphlet.

c. Troop issue subsistence operations for both Active Army and RCs are in chapter 5 of this pamphlet.

1-5. Files

Files and the disposition of all documents related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained in accordance with AR 25-400-2.

1-6. Addresses for correspondence

a. All correspondence directed by this pamphlet to be sent to the Deputy Chief of Staff, G-4 (DCS, G-4) will be sent to DCS, G-4, ATTN: DALO-SMT, 500 Army Pentagon, Washington, DC 20310-0500.

b. All correspondence directed by this pamphlet to be sent to ACES will be sent to ACES, ATSM-CES-O, 1201 22nd St., Fort Lee, VA 23801-1601.

Chapter 2

Explanation of responsibilities

2-1. Army General Staff functions

The responsibilities of members of the Army General Staff are contained in chapter 2 of AR 30-22. These individuals set policy and directives in their specific subject matter areas. These policies and directives effect the Army Food Program at large. These policies assist the DCS, G-4 (the proponent for the Army subsistence and food service programs) in determining policy for the Army Food Program.

2-2. Army command functions

Responsibilities of major Army commands (MACOMs), installation, and unit commanders are contained in chapters 3, 4, and 5 of AR 30-22. The responsibilities contained in each chapter are requirements for the specific missions of

garrison food service (chap 3), Army field feeding (chap 4), and TISA operations (chap 5). Manual procedures for fulfilling these requirements are contained in the same corresponding chapters of this publication.

2-3. Reserve Components functions

a. The Chief, National Guard Bureau (CNGB) determines policy for the Army National Guard of the United States (ARNGUS) food program and oversees the program for all ARGUS units.

b. The Commander, U. S. Army Reserve Command (USARC) supervises and determines policy for the USARC food program.

2-4. Duties of food advisors

Per AR 30-22, food advisors at all levels assist commanders in carrying out the commander's responsibilities for the Army Food Program. Table 2-1 lists specific duties of food advisors at the MACOM, corps, installation, division, and brigade levels.

Table 2-1
Duties of food advisors

Duties	Operational level				
	MACOM	Corps	Food Program Manager	Division	Brigade
1. Coordinate with surgeon on—					
a. Sanitation		X	X	X	
b. Sanitation certification training			X	X	X
c. Nutrition education			X	X	X
d. Dining facility nutrition initiatives			X	X	X
2. Help units participating in testing of new food items or feeding concepts	X	X	X	X	X
3. Coordinate field feeding of tactical units			X	X	X
4. Assist in solving food service problems related to—					
a. Marshaling areas, isolated detachments, rear areas, and dining facilities for transient personnel		X	X		
b. Allied troops, prisoners of war, displaced persons, disaster victims, and indigenous persons	X	X	X		
c. Expedient use of local resources to supplement rations and equipment	X	X			
5. Help in developing food service contract documents			X	X	X
6. Institute and monitor OJT or other training programs for food service personnel.		X	X	X	X
7. Advise education services on apprenticeships and professional development programs in food service.			X	X	
8. Help dining facility personnel by—					
a. Developing and determining requirements for expendable items and supplies.			X	X	X
b. Developing equipment replacement programs.	X	X	X	X	X
c. Advising dining facility and supply activities on the requisitioning of equipment.			X	X	X
d. Preparing reports on equipment deficiencies.	X	X	X	X	X
9. Help plan food budget.	X	X	X	X	X
a. Coordinate activities of subordinate advisors.		X	X	X	
b. Consolidate reports from food service supply activities.	X	X	X	X	X
10. Allocate funds to units for expendable items and supplies.	X	X	X	X	X

Table 2-1
Duties of food advisors—Continued

Duties	Operational level				
	MACOM	Corps	Food Program Manager	Division	Brigade
11. Participate in menu board activities as follows: a. Serve as chairperson of the overseas master menu board. b. Serve as chairperson of the installation menu board. c. Appoint menu board secretary-recorder. d. Serve as voting member. e. Serve as nonvoting member.	X	X	X X X X	X X X	 X
12. Advise commander on matters concerning food service program.	X	X	X	X	X
13. Visit dining facilities and check accounting, food preparation, serving, and sanitation.	X	X	X	X	X
14. Act as liaison between commander & others involved in the food program.	X	X	X	X	X
15. Develop supplements to regulations and bulletins.	X	X	X	X	
16. Interpret and spread food service information. a. Maintain personnel data used for school attendance recommendations, duty assignments, and local training assignments. b. Serve as contracting officer's representative on food service contracts. c. Perform quality assurance functions for food service contracts d. Advise the facility engineer on design and layout of all proposed new or renovated dining facilities on the installation.	X	X	X X X X X	X X X	X X X

Chapter 3

Establishment, Management, and Disestablishment of dining facilities

Section I

Installation food service program

3-1. Establishing an Army dining facility

Requests to establish a unit or consolidated dining facility will be submitted by the unit or organizational commander to the installation commander for approval. Requests will include-

- Identification of the unit to be subsisted.
- The number of personnel to be subsisted identified by category of diner (subsistence in kind (SIK) or cash).
- The number of food service personnel to be authorized and assigned.
- Equipment required.
- Identification of existing dining facility desired, if known.
- The unit designated to operate the facility if the request is for a consolidated dining facility.

3-2. Establishing an a la carte dining facility

a. Requests to establish an a la carte facility will be forwarded through the appropriate MACOM and to the Director, ACES, ATTN: ATSM-CES-OC, 1201 22nd Street, Fort Lee, VA 23801-1601, for review and evaluation prior to submission to Headquarters, Department of the Army (HQDA).

b. Requests for establishment will contain an outline of the development of the a la carte facility and the following information for the beginning phase:

- Type of dining facility designs, seating capacity and date of last renovation or scheduled renovation.
- Estimated renovation and additional equipment costs, and the availability of funds.

(3) Facility management, military or contract operated, and if contracted, the expected yearly cost increases to operate and the availability of funds for support.

(4) Proposed number of days of operation during a week and proposed hours of service to include nonmeal periods.

(5) Estimated number of personnel (enlisted, officer, and civilian) to be served SIK and basic allowance for subsistence (BAS).

(6) Proposed menu and cyclical duration.

c. General information and additional guidance to be used for the development of an a la carte dining facility at the installation level can be obtained from the Director, ACES, ATTN ATSM-CES-OC, 1201 22nd Street, Fort Lee, VA 23801-1601.

3-3. Establishment of Reserve Component dining facility

Requests to establish an RC dining facility will include-

a. Identification of unit to be subsisted.

b. The number of personnel to be subsisted identified by category of diner (SIK or cash).

c. The number of food service personnel to be authorized and assigned.

d. Equipment required.

e. Identification of existing dining facility desired, if known.

f. The unit designated to operate the facility if the request is for a consolidated dining facility.

3-4. Disestablishment of an appropriated fund dining facility

When the building/area is no longer required as a dining facility the following actions are required:

a. Inspect all food service equipment for serviceability.

b. Lateral transfer serviceable equipment to other units.

c. Transfer nonserviceable equipment to the Defense Reutilization and Marketing Office (DRMO) for disposal.

d. Return the building to the directorate of public works (DPW) real property officer for disposition per existing engineer regulations.

3-5. Annual usage and consolidation review

a. Commanders will complete the annual consolidation review by determining the dining facility utilization rate. The utilization rate for a facility can be calculated by using the following method:

(1) Determine the number of operational duty days (excluding days when the facility was closed due to a break in training, field duty, and weekend days) for a 3-month period.

(2) Determine the total high meal headcount that will include SIK, cash meals, and field duty or field training (supported from garrison) during the 3-month period.

(3) Divide this headcount by the number of duty days to arrive at the average weekday attendance.

(4) Divide the average attendance by the design capacity to arrive at the total utilization rate.

(5) An example of the computation for a dining facility utilization rate is as follows:

(a) Operational duty days (66).

(b) Total high meal headcount (lunch) (12,445).

(c) Total high meal headcount divided by duty days (12,445/66) equals average weekday attendance (188).

(d) Average weekday attendance (188) divided by the maximum facility design capacity (245) equals percent total utilization (.767 x 100 = 76.7). Using the 5-mill rule this would be converted to 77 percent utilization rate.

(e) The 5-mill rule will be used when computing figures. All data will be rounded to the nearest whole figure unless directed otherwise. When the decimal part is .5 or more, round up. Round to the next lowest whole number if the decimal part is below .5.

b. The maximum design capacity of each dining facility can be obtained from the installation food program manager (FPM), DPW, or from the dining facility modernization and improvement planning guide.

3-6. Food Service Management Plan

The Food Service Management Plan (FSMP) must be reviewed and revised whenever there is a change in the Army stationing and installation plan. The FSMP is also reviewed and revised when there is a change in the annual military construction, Army (MCA) programs due to actions by the MACOM, HQDA, or Congress.

a. The FSMP folder should contain, as a minimum—

(1) The most current and legible blueprints of the installation site plans.

(2) DA Form 4945 (Dining Facility Modernization Plan Development).

(3) Any correspondence regarding the FSMP.

b. The following will be indicated on the blueprints of the installation general site plans by color code and building numbers:

(1) *Heavy black outline.* All existing permanent and semipermanent appropriated fund enlisted personnel dining

facilities (EPDF) and other facilities (for example, TISA and supporting storage facilities) supporting the appropriated fund food program.

(2) *Blue outline.* All existing temporary appropriated fund EPDF and other facilities (for example the TISA and storage facilities) supporting the food program.

(3) *Red outline within black or blue outline.* All existing permanent, semipermanent, and temporary EPDF and supporting facilities to be retained as a permanent part of the FSMP.

(4) *Yellow within black or blue outline.* All existing permanent, semipermanent, or temporary appropriated fund EPDF and supporting facilities not to be retained as a permanent part of the installation FSMP and to be converted to other uses.

(5) *Green within black outline.* All new appropriated fund EPDF, including cold storage facilities, proposed in the short-range and intermediate-range MCA programs identified by proposed fiscal year and project number.

(6) *Solid black.* All existing bachelor enlisted quarters (BEQ) supported by existing EPDF and all new BEQ projects proposed in the short-range and intermediate-range MCA programs identified by fiscal year and project number.

(7) *Purple within black outline.* All dining facility modernization or construction using host nation funds.

c. All forms of correspondence (such as written MFRs, notes, maps, overlays, or electrical communication, to include phone conversations, and messages) should be retained for reference in the plan folder.

d. Site plans, DA Form 4945, and all correspondence relevant to the FSMP will be prepared in duplicate, one for files and one set to be forwarded with the FSMP in accordance with policies in AR 30–22. Further guidance for the FSMP and instructions for completing DA Form 4945 are contained in appendix B.

3–7. Installation food protection programs

a. The Technical Bulletin, Medical (TB MED) 530 outlines the standards for the Army Food Service Sanitation Program and defines responsibilities of key personnel in the Army Food Service Program. Specific responsibilities of the FPM are outlined in TB MED 530, paragraph 1–6d. In addition to those listed responsibilities, FPMs should be proactive in the development of installation programs to ensure the effectiveness of the installation food service program as it relates to food safety and sanitation.

b. The FPM will establish an installation food safety and sanitation program in accordance with the standards in TB MED 530. The FPM will coordinate with the supporting installation preventive medicine activity in developing the installation food safety and sanitation program. As a minimum the installation food safety and sanitation program will address the areas below.

(1) *Food risk management.* Integration of food risk management principles in dining facility operations enhances the prevention of food-borne illnesses by systematically applying prescribed food protection and sanitation standards. At a minimum, Army food risk management programs should address time and temperature controls for potentially hazardous foods. This is achieved by applying the standards associated with monitoring procedures, critical limits, and record keeping on DA Form 7458 (Risk Management Data Log-Cooking) (see figs 3–1 (cooking); on DA Form 7459 (Risk Management Data Log-Hot or Cold Holding/Storage) (see fig 3–2 (holding); and on DA Form 7460 (Risk Management Data Log-Cooling Cooked Items) (see fig 3–3 (cooling)) as identified in table 3–1. Additional to the benefits of prevention of food borne illness, the criteria listed in the table promote the efficient allocation of resources by identifying systemic problems associated with facilities, equipment, or personnel training. The Installation Food Risk Management Program can be modeled after the guidance in TB MED 530 (chap 12 and app C) for developing a Hazard Analysis and Critical Control Points (HACCP) program, or program guidance can be requested by contacting the food safety officer at ACES Directorate of Operations, Quality Assurance Division (QUAD).

RISK MANAGEMENT DATA LOG - COOKING <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>						
1. DATE (YYYYMMDD) 20020531	2. MEAL <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> OTHER _____					
PROCESS: COOKING AND/OR REHEATING LEFTOVERS CATEGORY: 1 (≥ 145F) 2 (≥ 155F) 3 (≥ 165F)		3a. MONITORED BY SSG Piggott			3c. UNIT 49th STB DFAC; 8400 Ft. Lee	
		3b. TITLE Shift Leader				
4. EQUIPMENT NAME	5. FOOD/MENU ITEM AND CATEGORY	6. INTERNAL TEMP (F)	7. TIME	8. CORRECTIVE ACTION <small>Mandatory for non-compliance</small>		9. COMMENTS
				CONTINUE COOKING	RECHECK OF TEMP	
Combi oven #1	Roast pork CAT: 2	138	1100	X		re-check temp in 10 minutes; continue to monitor every 10 min until 155 F is achieved
		152	1115	X	X	
		158	1125		X	
Range	Leftover chili with beef CAT: 3	162	1105	X		re-check temp in 10 minutes
		168	1115		X	
Steam kettle	Chicken noodle soup CAT: 3	168	1105			
Combi oven #2	Steamed rice CAT: 1	170	1120			
Griddle, short order #1	Grilled hamburger CAT: 2	160	1130			
Deep fat fryer	Chicken nuggets CAT: 3	182	1133			
<small>Spot check internal cooking temperatures at end of programmed cooking cycle. Continue cooking if temperature standard not achieved. Make a note in the comments and take a follow-up temperature.</small>						

DA FORM 7458

USAPA V1.00

Figure 3–1. Sample DA Form 7458 (Risk Management Data Log-Cooking) and form instructions

1. Date Enter the date.

2. Meal Mark the appropriate meal period. For Other, type the name of the meal in the space provided (i.e. Brunch, Midnight meal). See note #1.

3a. Monitored by Enter the name and rank of the person conducting the temperature checks.

3b. Title Enter the duty title of the person conducting the temperature checks.

3c. Unit Enter the unit designation, building number, and installation.

4. Location Enter a description of the equipment where the food item is being cooked or reheated (for example- combi-oven, steam kettle, griddle, etc). See note #2.

5. Food/Menu Item and Category Using guidance from Table 3.7-1 identify at least three food items to be evaluated and enter the name of each (for example- Swiss steak, rice, baked fish, scrambled eggs, baked potato, etc). Also enter the numeric category for each food item. See note #3.

6. Internal Temp Enter the internal temperature of the food item being examined. See note #4.

7. Time Enter the time that the internal temperature was taken.

8. Corrective Action Enter a notation of what action was taken if the required internal cooking temperature was NOT reached when the first or subsequent measurements were taken. If the initial temperature check is below the required value for the “CAT” listed, continue cooking the product and place an “X” in the CONTINUE COOKING column. If the temperature check is a second measurement for a previously deficient item, place an “X” in the RECHECK OF TEMP column on the second line of the original entry. See note #5.

9. Comments Add comments to clarify actions taken, such as “Second recheck of item”, “Final recheck”, or “Production time on recipe card increased to ensure proper cooking temp”.

NOTES:

1. Initiate a new Cooking worksheet for each day and meal period.

2. If the facility has multiple units of the same equipment, number each piece (i.e., combi-oven #1 and #2).

Figure 3–1. Sample DA Form 7458 (Risk Management Data Log-Cooking) and form instructions—Continued

-
3. The category or "Cat" is a numeric designator that identifies the minimum internal cooking temperature for the Item listed. Minimum internal cooking standards are prescribed in TB MED 530. Examples of items assigned to Category 3 include all reheated leftovers, chicken dishes, and stuffed food items (i.e., fish, meat, pasta). Once identified, enter the numeric designator in the **CAT:** field in item 5.
 4. Using a calibrated stem-type thermometer, measure the internal temperature of the food item at the end of the prescribed cooking period (refer to recipe card). Record the time the measurement was taken and the internal food temperature. If the internal temperature does not meet the prescribed standard of TB MED 530, continue to cook the item AND check the appropriate note in the CORRECTIVE ACTIONS column. Re-measure the temperature of the item until the prescribed cooking standard is met. Note the time the subsequent measurement or standard was achieved.
 5. If the recheck is also deficient, place an "X" in the CONTINUE COOKING column and reenter the item name and location on a new line. A third or subsequent temperature check is recorded in the RECHECK OF TEMP column and a note placed in the Comments column.

Figure 3–1. Sample DA Form 7458 (Risk Management Data Log-Cooking) and form instructions—Continued

RISK MANAGEMENT DATA LOG - HOT OR COLD HOLDING/STORAGE				
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
1. DATE (YYYYMMDD) 20020531	2. MEAL <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> OTHER _____			
3. PROCESS <input checked="" type="checkbox"/> HOLDING <input checked="" type="checkbox"/> STORAGE <input type="checkbox"/> HOT <input checked="" type="checkbox"/> COLD CATEGORY: 4 (hot ≥ 140F) 5 (cold holding ≤ 40F) 6 (cold storage ≤ 38F)			4a. MONITORED BY SSG Piggott	4c. UNIT 49th Special Troops BN DFAC; 8400 Ft. Lee
			4b. TITLE Shift Leader	
5. LOCATION	6. FOOD/MENU ITEM	7. TIME	8. TEMP (F)	9. CORRECTIVE ACTION <i>Mandatory for non-compliance</i>
reach-in #1		1115	38	
CAT: 6	<input checked="" type="checkbox"/> AMBIENT TEMP			
reach-in #2		1118	38	
CAT: 6	<input checked="" type="checkbox"/> AMBIENT TEMP			
reach-in #2	macaroni salad	1120	52	place in ice bath for rapid cooling
		1135	37	
CAT: 5	<input type="checkbox"/> AMBIENT TEMP			
walk-in refer		1125	39	OK - within +/- 2 F
CAT: 6	<input checked="" type="checkbox"/> AMBIENT TEMP			
salad bar #1	macaroni salad	1138	37	
		1210	40	
		1230	44	discard after meal (1330)
CAT: 5	<input type="checkbox"/> AMBIENT TEMP			Adjust salad bar temperature down
salad bar #1	potato salad	1138	40	
		1200	44	discard after meal (1330); place ice around food
		1230	47	Call in work order to adjust salad bar temp
CAT: 5	<input type="checkbox"/> AMBIENT TEMP	1335		Work order #QAF01512J
salad bar #2	fruit cocktail	1142	40	
		1205	40	
		1235	42	self-serve, discard after meal (1330)
CAT: 5	<input type="checkbox"/> AMBIENT TEMP			
Record follow-up temperature checks in column 7 for original item entries that were found deficient. When holding items hot or cold for more than 1 hour during a meal period, a minimum of two temperature checks are required. (Establish an SOP for monitoring interval.)				

DA FORM 7459

USAPA V1.00

Figure 3–2. Sample DA Form 7459 (Risk Management Data Log - Hot or Cold Holding/Storage) and instructions

***This figure provides an example of documenting cold holding and storage only. Use the guidance below for documenting hot holding operations.**

1. Date: Enter the numeric date (yyyy/mm/dd).

2. Meal: A new worksheet is initiated for each meal period. Check the appropriate meal period (See note #1). If you select OTHER, describe the type of meal in the space provided. Examples include but are not limited to: brunch and midnight meal.

3. Process: (See notes #1 & 2) Check the appropriate box for holding and/or storage for either hot or cold foods. The CATEGORY provides the monitor with the minimum temperature standard. For example, category 4 applies to all hot foods, which must be held at an internal product temperature of greater than or equal to 140° F; category 6 applies to the ambient temperature of refrigeration units and must be less than or equal to 38° F.

4a. Monitored By: Print the name and military rank of the person conducting the temperature checks.

4b. Title: Enter the duty title of the person conducting the temperature checks.

4c. Unit: Enter the company or battalion, building number, and installation.

5. Location: Enter a description/name of the equipment where the food item is being held or stored. Examples include but are not limited to: walk-in or reach-in refrigerator, salad bar, sandwich bar, main serving line, and warmer. If you are monitoring the operating temperature of a refrigeration unit, identify the unit by name and/or number. Examples include: reach-in refrigerator #1, reach-in #2, vegetable reach-in, etc. (See note #3 for CAT)

6. Food/Menu Item: Using guidance from Table 3-7.1, identify at least 3 food items to be evaluated for hot holding and 3 items for cold holding. Enter the name of the food item in the space provided; you will monitor the internal product temperature of these items. The ambient temperature in each refrigeration unit must also be monitored. When documenting ambient temperature, place an "X" in the box next to AMBIENT TEMP and **do not** enter a food item in the space.

7. Time: Record the time the temperature reading was taken.

8. Temp (F): When monitoring specific food items listed in column 6, record the product's internal temperature (See note #4). When monitoring the refrigeration unit's ambient temperature, place an indicating thermometer inside the unit at the warmest location (generally on the shelf closest to the door).

Figure 3-2. Sample DA Form 7459, Risk Management Data Log - Hot or Cold Holding/Storage and instructions

9. Corrective Action: Enter a bullet comment of what action was taken if the required hot or cold holding/storage temperature was NOT maintained. Corrective actions include activities such as re-heating or discarding hot foods that fall below 140° F, transferring foods from refrigeration units that are not able to maintain an ambient temperature of 38° F or below, and initiating a work order for repairs/adjustments. Examples of corrective actions may include:

- Item reheated to 165° F; discard at end of meal
- Item discarded at end of meal
- Foods removed from unit; work order ##### initiated

NOTES:

1. Document hot and cold activities on separate worksheets: one worksheet is used for hot holding and one worksheet is used for both cold holding and storage. New worksheets must be initiated for each meal period.
2. If the facility has multiple units of the same equipment, number each piece for easier identification. Examples include warmer #1 and warmer #2; main line #1 and main line #2.
3. CAT is the numeric designator of the temperature standard that applies to the product or process being monitored. Refer to block 3 on the worksheet for the three categories and the corresponding temperature standard. Transfer the applicable category number (4, 5, or 6) in the space provided.
4. Using a calibrated stem-/probe-type thermometer, measure the internal product temperature of the hot and cold food items by sanitizing the thermometer and placing it in the thickest part or geometric center of the product being evaluated. Place a probe thermometer or bi-metallic indicating thermometer at the warmest location inside a refrigeration unit when verifying the ambient temperature.

Figure 3–2. Sample DA Form 7459 (Risk Management Data Log - Hot or Cold Holding/Storage) and form instructions—
Continued

RISK MANAGEMENT DATA LOG - COOLING COOKED ITEMS <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>													
1. DATE (YYYYMMDD) 20020531	2. MEAL <input type="checkbox"/> BREAKFAST <input checked="" type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> OTHER _____												
PROCESS: COOLING <small>Hot leftovers must be cooled to ≤ 70F within 2 hours, then to ≤ 40F within an additional 4 hours.</small>		3a. MONITORED BY SSG Piggott	3c. UNIT 49th STB DFAC, 8400 Ft. Lee										
3b. TITLE Shift Leader													
4. FOOD/MENU ITEM	5. COOLING DATA	6. CORRECTIVE ACTION <small>Mandatory if cooling time not met</small>											
Roast pork	START TIME: 1300 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">TIME</th> <th style="width: 50%;">TEMP (F)</th> </tr> <tr><td>1320</td><td>78</td></tr> <tr><td>1340</td><td>52</td></tr> <tr><td>1350</td><td>40</td></tr> </table>	TIME	TEMP (F)	1320	78	1340	52	1350	40	<input type="checkbox"/> RAPID REHEAT TO 165F <input type="checkbox"/> DISCARD COOLING TECHNIQUE USED <input type="checkbox"/> REDUCE BATCH SIZE <input checked="" type="checkbox"/> ICE BATH <input type="checkbox"/> STIR <input type="checkbox"/> SLICE <input checked="" type="checkbox"/> OTHER <u>slices layered in 2-inch pan</u>			
TIME	TEMP (F)												
1320	78												
1340	52												
1350	40												
Chili with beef	START TIME: 1305 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">TIME</th> <th style="width: 50%;">TEMP (F)</th> </tr> <tr><td>1320</td><td>148</td></tr> <tr><td>1400</td><td>132</td></tr> <tr><td>1500</td><td>98</td></tr> <tr><td>1530</td><td>168</td></tr> </table>	TIME	TEMP (F)	1320	148	1400	132	1500	98	1530	168	<input checked="" type="checkbox"/> RAPID REHEAT TO 165F <input type="checkbox"/> DISCARD COOLING TECHNIQUE USED <input type="checkbox"/> REDUCE BATCH SIZE <input type="checkbox"/> ICE BATH <input type="checkbox"/> STIR <input type="checkbox"/> SLICE <input checked="" type="checkbox"/> OTHER <u>placed in 5 gal pot in walk-in for use at dinner</u>	
TIME	TEMP (F)												
1320	148												
1400	132												
1500	98												
1530	168												
Re-heated chili with beef from previous line	START TIME: 1530 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">TIME</th> <th style="width: 50%;">TEMP (F)</th> </tr> <tr><td>1530</td><td>168</td></tr> <tr><td>1545</td><td>112</td></tr> <tr><td>1600</td><td>68</td></tr> <tr><td>1615</td><td>39</td></tr> </table>	TIME	TEMP (F)	1530	168	1545	112	1600	68	1615	39	<input type="checkbox"/> RAPID REHEAT TO 165F <input type="checkbox"/> DISCARD COOLING TECHNIQUE USED <input checked="" type="checkbox"/> REDUCE BATCH SIZE <input checked="" type="checkbox"/> ICE BATH <input checked="" type="checkbox"/> STIR <input type="checkbox"/> SLICE <input checked="" type="checkbox"/> OTHER <u>corrective training for proper cooling provided to cook</u>	
TIME	TEMP (F)												
1530	168												
1545	112												
1600	68												
1615	39												
	START TIME: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">TIME</th> <th style="width: 50%;">TEMP (F)</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	TIME	TEMP (F)									<input type="checkbox"/> RAPID REHEAT TO 165F <input type="checkbox"/> DISCARD COOLING TECHNIQUE USED <input type="checkbox"/> REDUCE BATCH SIZE <input type="checkbox"/> ICE BATH <input type="checkbox"/> STIR <input type="checkbox"/> SLICE <input type="checkbox"/> OTHER _____	
TIME	TEMP (F)												

DA FORM 7460

USAPA V1.00

Figure 3–3. Sample DA Form 7460 (Risk Management Data Log - Cooling Cooked Items) and instructions

1. Date Enter the date.

2. Meal Mark the appropriate meal period. For Other, type the name of the meal in the space provided (i.e. Brunch, Midnight meal). See note #1.

3a. Monitored by Enter the name and rank of the person conducting the temperature checks.

3b. Title Enter the duty title of the person conducting the temperature checks.

4. Food/Menu Item Enter the name of the food/menu item. See note #2.

5. Cooling Data (Start Time; Temp; Time)

Enter the time the cooling process was initiated under the start time heading. Continue to monitor the internal product temperature of the item being cooled by periodically measuring the temperature using a calibrated stem-type thermometer. Enter the Time and Temperature at each reading. See note #3.

6. Corrective Action & Cooling Techniques Used

If the internal product temperature of the item being cooled is NOT reduced to 70F or below within the prescribed 2-hour period, corrective action is required IAW TB MED 530. Check each of the cooling techniques used for the item listed. Documenting the cooling technique used will help to identify successful methodologies for future cooling processes.

NOTES:

1. Initiate a new Cooling Cooked Items worksheet for each day and meal period.

2. Hot food items to be retained as leftovers for up to 24 hours must be cooled prior to placement in cold storage. Cooling processes must be monitored for each of the leftover menu items that were held at 140F or above. If the internal product temperature of a hot holding item was below 140F for any length of time during the meal period, it CANNOT be retained as a leftover.

3. *Hot foods **must** be cooled to $\leq 70F$ within a 2-hour period, and then to $\leq 40F$ within an additional 4 hours. Total cooling time should not exceed 6 hours.*

Figure 3–3. Sample DA Form 7460 (Risk Management Data Log - Cooling Cooked Items) and instructions—Continued

(2) *Food safety and sanitation training.* Food sanitation certification (TB MED 530) is required every four years for food service managers and designated shift leaders or “person-in-charge”. The FPM should act as lead coordinating agent by identifying certification needs among food service personnel and consulting with the supporting installation preventive medicine activity to schedule certification training as outlined in TB MED 530.

(3) *Integrated pest management.* Integrated pest management (IPM) (AR 40- 5, chap 10) requires cooperation and coordination among food service personnel, preventive medicine, and the Directorate of Engineering and Logistics (DEL). The FPM assists in the IPM program by developing methods and procedures for tracking structural deficiencies within food service facilities and ensuring appropriate corrective actions are taken by DEL.

Table 3–1
Time and temperature risk management: Minimum monitoring requirements

Responsible agent	Process	Number of samples & frequency		Monitoring criteria
Food operations sergeant / manager	Cold storage	All units	Once each meal period (<i>breakfast, lunch, dinner</i>)	<ul style="list-style-type: none"> • Monitor all refrigeration units (walk-in and reach-in units). • Verify the ambient temperature by placing a thermometer next to food located in the warmest part of the unit. • Record temperature on data log.
Food operations sergeant / manager	Cooking	Three menu items	Each meal period	<ul style="list-style-type: none"> • Spot-check at least one meat, poultry, or seafood item. • Spot-check two or more other hot menu items. • Monitor internal product temperature at the end of the prescribed cooking period (per recipe card). <i>Continue to monitor the temperature of items not in compliance until the internal cooking standard is achieved.</i> • Record internal food temperatures on data log for Cooking.
Food operations sergeant / manager	Cold Holding	Three items	Each meal period	<ul style="list-style-type: none"> • Monitor cold-holding items on salad bar, sandwich bar, and other cold-holding unit. • Spot-check the same items at least twice during the meal period. • Focus on pasta and potato salads, diced meats or eggs, and cut fruits or vegetables. • Record internal food temperatures on data log for Cold Holding/Storage
Food operations sergeant / manager	Hot holding	Three menu items	Each meal period	<ul style="list-style-type: none"> • Spot-check at least one meat, poultry, or seafood item. • Spot-check two or more other hot menu items. • Monitor the same menu items two or three times during the meal period (that is, 30-minute intervals or at the beginning, middle, and end of the meal period) • Record internal food temperatures on data log for Hot Holding/Storage.
Food operations sergeant / manager	Cooling	All hot items cooled as a leftover	Each meal period	<ul style="list-style-type: none"> • Must record time cooling started, time internal product temperature reached 70° F or below, and the time the internal product temperature reached 40° F or below. • NOTE: Hot items must be cooled to 70° F within 2 hours, then to 40° F or below within an additional 4 hours. • Record on data log for Cooling.
Food operations sergeant / manager	Re-heating Leftovers	All leftovers intended to be served hot	Each meal period	<ul style="list-style-type: none"> • An internal product temperature of 165° F or above must be attained within 2 hours. • Record start time, finish time, and end temperature on Cooking data log sheet. <i>All foods being reheated are noted as Category 3 on the Cooking log sheet.</i>
Food advisor or food program manager	Audit of food service facilities	Each facility or food service operation	Monthly	<ul style="list-style-type: none"> • Use the Hazard Analysis Critical Control Point Monitoring Report from TB MED 530. • At a minimum, focus on the <i>processes</i> noted in this table. • Provide copy of the audit/report to the food operations sergeant/manager; file original form with other preventive medicine inspection reports.

3-8. Action plans

a. Advice to the commanders having operational control of the dining facility will be by formal written action plans. These action plans will note deficiencies with regard to Army regulations and or accepted food management principles. The action plan will also contain recommended corrective measures to address these deficiencies. These action plans, with recommended corrective measures, will be submitted by the appropriate food advisor to the commander on a quarterly basis; RCs submit annually. One copy will be forwarded through the next higher headquarters providing food service support, and a copy will be sent to the installation food service office.

b. As a minimum, the action plan will address the following areas for both garrison and field feeding:

- (1) Administration (headcount procedures, cash turn-ins, account status, collections for field feeding).
- (2) Subsistence (requisitioning, inventory, storage, preparation, and accountability).
- (3) Sanitation (food handling, facility and equipment sanitation, and personal hygiene and sanitation training).
- (4) Food safety controls (time and temperature, cross-contamination, and effective sanitizing). As a management tool, the food advisor will complete DA Form 5161 (Comprehensive Food Service Inspection) located in TB MED 530, focusing on the control of bacterial growth. This will be completed quarterly for the Active Army and annually for the RCs.

(5) Personnel (contract employees, supervised on-the-job training (OJT), education, and incentive awards).

(6) Equipment (operator knowledge of equipment in garrison and field), adequacy of the food service equipment training program by the facilities engineers, calibration, work order equipment log, and maintenance.

(7) Facilities (energy conservation, environmental issues, safety, fire evacuation plans, and grounds).

(8) Resource management.

c. The RC Food Advisor Action Plan, in addition to the above, will address those areas identified as a result of annual reviews (inactive duty training (IDT) and annual training (AT)), command logistics review team expanded (CLRTX) visits, annual general inspection (AGI), or command readiness inspection (CRI) reviews.

d. The installation FPM will—

- (1) Review all action plans submitted by subordinate food advisors.
- (2) Correlate the common deficiencies relating to food service that exist throughout the installation.
- (3) Advise the installation commander or RC food service management board as appropriate of the common deficiencies. When addressing these deficiencies, also state the recommended solutions and actions that have taken place to resolve these problem areas.
- 4) As a minimum, on a semiannual basis, review with the installation commander or RC menu board, as appropriate, the progress accomplished in correcting the common deficiencies previously addressed.

(4) Conduct visits and classes as necessary for units having recurring deficiencies in food service operations.

3-9. Operational reviews

a. The operational reviews will be conducted unannounced, with the frequency and standards as identified in appendix C of this pamphlet.

b. When the reviews are completed, a memorandum to include any forms or work sheets used will be completed. The memorandum will be signed (rank included) and dated by the person conducting the review. The memorandum will be sent through command channels to the responsible commander, with a copy furnished to the dining facility food operations sergeant (FOS). The FOS will keep the review memorandum on file in the dining facility.

3-10. Relief from losses

a. *Condemnation losses.* When subsistence is not fit for human consumption, authorized dining facility personnel will destroy it. This method of disposition requires a certificate of unfitness. The items will be listed on DA Form 3161 (Request for Issue or Turn-In) with the following statement signed by a disinterested person (officer, senior noncommissioned officer (NCO), or civilian GS-9 or above) witnessing the destruction: "Disposal of the above subsistence was accomplished on (date) for the dining facility by (landfill), (contractor), (dumpster)." The DA Form 3161 and the veterinary certificate of unfitness will be forwarded to the TISA. A sample format is shown in chapter 5.

b. *Alternate procedures for a report of survey.* When the total value of items certified for destruction does not exceed \$350.00 and there is no known or suspected negligence involved in the loss, the commander may use the following:

(1) Place a statement on the DA Form 3161 certifying that no negligence was known, or suspected, or the fault of dining facility personnel.

(2) Submit the DA Form 3161, with veterinary and commander's statements, to the RS appointing authority for concurrence/nonconcurrence. Nonconcurrence will require initiation of an RS.

(3) A credit entry will be posted to the dining facilities account card upon receipt of the DA Form 3161 with the veterinary statement, commander's statement, and RS appointing authorities concurrence.

3-11. Report of survey instructions

a. Initiation of DA Form 4697 (Department of the Army Report of Survey) will be in accordance with the procedures outlined in AR 735-5 and the following:

(1) The commander directly responsible for the dining facility operation or the FSO when appointed to the duty signs the DA Form 4697 in the accountable officer block. At dining facilities where no officers are assigned to the operation, such as NCO academies where a senior NCO is in charge, or at the Air Defense Artillery and the Army Security Agency (isolated sites), the senior NCO would be the accountable officer.

(2) The survey number in block 2 is entered by the activity having responsibility for the RS approving authority. Generally, this is the activity at the next higher headquarters responsible for property accountability of the organization.

(3) The unit having direct operational control of the dining facility will enter the unit Department of Defense (DOD) activity address code (DODAC) and the document control number in block 16.

b. Credit will be posted to the dining facility account upon initiation of the RS action when the document control number has been assigned. The result of the final RS action has no bearing on the adjustment action of the account.

c. The person initiating the RS, after the survey number is assigned, will provide a copy of the DA Form 4697 to the subsistence supply manager (SSM) for posting to the unit's dining facility account.

d. For contract operated facilities the contract officer's (CO) letter of determination will be used in place of the RS.

3-12. Procedures for new subsistence items

a. *Procedures for new products.* When an installation's food program personnel or customers are dissatisfied with a product that they are currently using or when the installation wishes to introduce a new product, the FPM will be guided by the following procedures:

(1) First, the product demonstration procedure will be used. A product demonstration is used to educate the food program staff and customers about new products either seen at food shows or presented by manufacturers' or prime vendor representatives. Representatives contact the installation's FPM to schedule a meeting or to schedule a demonstration at the installation food service management board. After choosing the products of interest for evaluation, the next step is to use comparison cuttings.

(2) Comparison cuttings will be used to determine the best value choice. In conjunction with the installation's prime vendor, select several companies that produce the product that is to be purchased. First consideration should always be given to companies that already hold National Allowance Pricing Agreements (NAPAs). In addition, companies that are already in house with the installation's prime vendor should also be considered.

b. *Procedures for comparison cuttings.*

(1) Invite each company to participate in installation's menu board on the same date. Have the company representatives prepare the product and place each product on plain, unmarked plates, cups, and/or containers.

(2) Place the products in a row on a serving line (table). Have someone on the food advisory staff label each product with either an alpha character ("a," "b," "c," and so forth) or numeric character ("1," "2," "3," and so forth) prior to having the voting members of the menu board enter the evaluation area.

(3) Do not permit either the manufacturer's representatives or the prime vendor representatives in the room at the time the voting members evaluate each of the products.

(4) Have each voting member use the DA Form 7456 (Product Evaluation Form) to evaluate each product, and then have someone from the food advisory staff tabulate the forms.

(5) Have the manufacturers and prime vendor representatives re-enter the room, and then compute the cost versus product yield. Based on the unit cost and the acceptability evaluation, select the product that best suits the installation.

(a) If cost, yield, and acceptability are extremely close, and the prime vendor already has one of the brands in house, it is recommended to select that brand.

(b) The prime vendor representative may also be able to indicate if the estimated increased usage of that product would result in moving into an improved price bracket. This information should be provided to the board if it could have impact on its decision.

(c) The primary decision focus should always be providing the best possible product to the soldier/customer at the best possible price.

(6) After making the installation decision, notify the Defense Supply Center Philadelphia (DSCP) account manager and prime vendor representative. Ensure that the DA Form 7457 (Request to Stock new Line Items) (see fig 3-4) form is dated prior to faxing it to the appropriate parties. Also make sure you complete the blocks, which estimate usage and identify any products that are reduced usage.

c. *Requesting new stock numbers.* The procedure described above assumes the items cut already have either NAPA or local electronic stock numbers. To add an item that does not already have a stock number in the electronic catalog, request a stock number from DSCP.

d. *Follow-on procedures.* The final step in the process is to enter the stock number in both the master item file and the recipe file. The number should not be activated until the prime vendor notifies the food program manager that the product is in house and ready for order.

REQUEST TO STOCK NEW LINE ITEMS For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.		
1. DATE (YYYYMMDD) 20020701	2. TO: ACCOUNT MANAGER, DSCP JUAN ZUNIGA	3. PRIME VENDOR REPRESENTATIVE STEVEN EDWARDS
4. REQUEST YOU STOCK THE FOLLOWING ITEM CHEESE, NON-DAIRY, PIZZA BLEND		5. ITEM IS FOR USE BY (<i>Installation(s)</i>) FORT HUNTLEY
6. DSCP CATALOG NUMBER 8910-01-E59-XXXX		
7. ITEM DESCRIPTION		
a. MANUFACTURER VEGGIE SOLUTIONS		b. MANUFACTURER'S SKU IF KNOWN 196-0403A
c. UNIT OF ISSUE LB	d. BRAND NAME SOYGOOD DAIRY FREE CHEESE	
8. ESTIMATED WEEKLY USE (<i>Estimate number of cases. Estimate does not commit installation to purchasing this number of cases; is an estimate only.</i>) 3 CASES (15 LBS/CASE)	9. WILL CATALOGING THIS ITEM RESULT IN REDUCING USAGE OF AN ITEM ALREADY IN YOUR CATALOG? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
10. IF YES, IDENTIFY THE STOCK NUMBER OF THE ITEM FOR WHICH USAGE WILL BE REDUCED 8910-01-E59-ZZZZ	11. IF YES, PROVIDE THE ITEM DESCRIPTION CHEESE, MOZZARELLA WILSON DAIRY 199-1477 EA MIDWEST'S BEST MOZZARELLA	
12. COMMENTS (<i>Include statement as to whether this stock number is required to support a commercial concept.</i>) REQUEST INITIATED DUE TO SUFFICIENT DINER DEMAND FOR VEGAN/VEGETARIAN PIZZA.		
13. REQUESTED BY (<i>Food Program Manager</i>) DANTE EVANS		14. DATE (YYYYMMDD) 20020701
NOTE: Provide a copy of this request to both your DSCP and prime vendor account managers simultaneously to expedite stockage of the items desired.		

DA FORM 7457, JUL 2002

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Figure 3-4. Sample DA Form 7457 (Request to Stock New Line Item) and instructions

-
1. **Date** Enter the date of the request.
 2. **To: Account Manager, DSCP** Enter the name of the DSCP Account Manager.
 3. **Prime Vendor Representative** Enter the name of the Prime Vendor Representative.
 4. **Request you stock the following item** Enter the name of the item being requested.
 5. **Item is for use by** Enter the name of the installation submitting the request.
 6. **DSCP Catalog number** Enter the DSCP catalog number for the item.
 7. **Item Description**
 - a. **Manufacturer** Enter the name of the manufacturer.
 - b. **Manufacturer's SKU** If known, enter the manufacturer's SKU. Otherwise leave blank.
 - c. **Unit of Issue** Enter the appropriate unit of issue.
 - d. **Brand name** Enter the commercial brand name of the product.
 8. **Estimated Weekly Use** Enter the estimated weekly usage of the product. See note #2.
 9. **Will Cataloging This Item Result in Reducing Usage of an Item Already in Your Catalog?** Check the appropriate block.
 10. **If Yes, Identify the Stock Number of the Item for Which Usage Will be Reduced**
Enter the stock number of an item that you estimate will have reduced demand as a result of the new item. If none, leave blank.
 11. **Item Description** If applicable, enter the appropriate information of the item that you estimate will have decreased demand. Use the same type of information listed for the new item.
 12. **Comments** Enter any additional comments here.
 13. **Requested by** The Installation Food Program Manager signs the form.
 14. **Date** Enter the date that the form is signed.

NOTES:

1. This form is used only for those items already having DSCP stock numbers. For items not having DSCP stock numbers, contact your DSCP representative for assistance.
2. This number does not commit the installation to purchasing this number, it is an estimate
3. Provide a copy of this request to both the DSCP and prime vendor account managers simultaneously to expedite stockage of the items desired.

Figure 3-4. Sample DA Form 7457 (Request to Stock New Line Item) and instructions—Continued

Section II

Dining Facility Operation

3-13. Meal service schedule

a. The installation commander will approve the operating hours of the appropriated fund dining facilities serving the soldiers on the installation. Operating hours will be based on the—

- (1) Number of diners.
- (2) Size and type of facility.
- (3) Work or training schedules.
- (4) Distance between the facility and duty station, and other factors.

b. When authorized by the installation commander, brunch and supper meals will be served on weekends and holidays over two extended serving periods. The value of the brunch meal for headcount earning is 45 percent of the basic daily food allowance (BDFA). The supper meal is 55 percent of the BDFA. The brunch and supper concept provides for two meal periods and is especially suited for holidays and weekends. If the brunch meal is served, the supper meal must be served.

c. The installation commander may authorize the serving of a midnight meal to personnel unable to attend the normal breakfast or dinner meal due to the mission of the soldiers. The majority of personnel subsisted must be those authorized SIK. The serving of a midnight meal will not be established primarily to support personnel reimbursing in cash at the time of consumption. Subsistence drawn for this purpose is not authorized to be served to persons who have already signed for the normal three meals that day, nor will they be served as a supplement to the normal meal schedule.

(1) To ensure the night meal is available to personnel who cannot be present for the normal breakfast or dinner, the unit commander will—

(a) Provide a memorandum to the supporting dining facility, listing those personnel authorized to consume the night meal.

(b) The list will include the name, rank, and meal card number for SIK soldiers, name and rank for cash-only soldiers, and the inclusive dates that personnel are authorized to receive this meal.

(2) Dining facility procedures for the midnight meal are as follows:

(a) Subsistence items required to serve this meal will be requisitioned using normal subsistence supply procedures.

(b) A separate production schedule will be used for preparing the night meal.

(c) The DA Form 3032 (Signature Headcount Sheet) and DD Form 1544 (Cash Meal Payment Book) will be used to record the signatures and for the collection of cash for all personnel served.

(d) To ensure that this headcount information is not forgotten when completing the headcount record, the appropriate meal-heading column (breakfast or dinner) will include the headcount for the regular meal and also for the night meal for that day. A note in the “remarks section” will identify into which meal the headcount was incorporated.

(e) Admission to the dining facility will be per headcount procedures.

3-14. Requisitioning and receiving authorizations

a. A memorandum listing the personnel will be maintained on file in the dining facility with a copy supplied to the servicing TISA. The DA Form 1687 (Notice of Delegation of Authority-Receipt of Supplies) will be filled out for each individual authorized to requisition subsistence. The card will be—

(1) Annotated for requisitioning only.

(2) Updated and maintained in a current status in the TISA.

b. A memorandum listing personnel authorized to sign for subsistence will be maintained on file in the dining facility and a copy forwarded to the servicing TISA. The DA Form 1687 will be filled out for each individual authorized to receive subsistence. The card will be—

(1) Annotated for receiving only.

(2) Updated and maintained in a current status in the TISA.

3-15. Menu planning and nutrition requirements

a. To encourage customer feedback, the FOS should establish an enlisted dining facility advisory council. This council is encouraged but is not mandatory. The purpose of the council is to advise management on desired adjustment to the menu to meet diner preferences or services that will provide a more effective food service program to the soldier/diner.

b. Some of the basic menu considerations the FOS needs to consider when making adjustments to the dining facility menu are as follows:

- (1) Nutritional adequacy in accordance with AR 40–25.
- (2) Monetary value of the BDFA.
- (3) Seasonal considerations.
- (4) Supply factors.
- (5) Staffing.
- (6) Equipment.
- (7) Special occasions.
- (8) Troop activity.
- (9) Menu presentation such as color, shape, flavor, texture, and temperature.
- (10) Low calorie entrees. Assistance in planning these menus or entrees should be obtained by consulting the responsible food advisor or local dietitian.

3–16. Subsistence estimates

Subsistence requirements will be based on the estimated number of persons to be served each meal, to include cash sales. In determining requirements, consideration must be given to inventory on hand, items on requisition, holidays, pass policy, day of the week, time of the month, historical headcount, and the dining facility account status. Although the monetary status of the account must be considered, the most important factor is ensuring that the diners are adequately subsisted.

3–17. Requisitioning procedures

a. Personnel authorized to requisition subsistence will use the AFMIS system or manual procedures as appropriate. The SSM will submit requisitions as directed by the subsistence prime vendor program.

b. The requisitioning of “A” ration subsistence will be on a line item basis utilizing the requisitioning procedures identified in the prime vendor catalog/process. When requisitioning from nonprime vendor suppliers, requests will be in accordance with procedures established by the SSM.

c. When requisitioning subsistence directly from a TISA, and the quantities required are pre-printed on the issue document, the FOS or designated representative may substitute, delete, increase, or decrease the amount desired by lining out the totals and recording the adjusted amount to be issued.

(1) Substitutions will be added to the bottom of the issue document immediately after those items already listed.

(2) Upon completion of the issue documents, the FOS will retain one copy for the dining facility files and return the remaining copies to the TISA.

d. The requisitioning procedures for items approved by the menu board as mandatory issues or other operational rations scheduled for rotation will be established by the SSM together with the FPM.

e. Special subsistence requisitions unable to be completed by the prime vendor program will be submitted to the SSM. Subsistence brought into the TISA under special requisitioning procedures will be issued to the requesting unit unless unusual circumstances prevent the unit from consuming the item(s).

3–18. Receipt and inspection procedures

a. Subsistence items received will be verified as follows:

(1) Counted at the receiving point to ensure that quantities received agree with those shown on the issue/purchase document.

(2) Items issued/purchased by the dining facility by weight will be verified on scales before being accepted.

(3) Discrepancies will be corrected on the spot, and entries on the issue/purchase document will be changed to reflect the quantities actually received.

(4) Adjustments to the issue/purchase document will be made in coordination with FPM and the SSM.

(5) The person who accomplished the receiving function at the dining facility will sign the second signature block on the issue/purchase and receiving document. The signed copy of the issue/purchase document will be retained in the dining facility files.

b. Items such as bread and dairy products are coded with a recommended date by which the product should be consumed. Coding devices include color bands and dates. The authorized individual receiving such products at the dining facility should be familiar with coding devices to ensure that items are fresh and can be consumed within a specified date; those items that are not the most recent date of stock or cannot be consumed before expiration date should be rejected. Bulk dairy products should be marked with the date received in the dining facility to facilitate the first-in/first-out (FIFO) rule.

3–19. Safeguarding subsistence

The FOS is responsible for all subsistence items until they have been converted into products for meal services, consumed, or discarded.

3-20. Inventory management

- a.* The purpose of the monthly inventory is to assist in—
 - (1) Rotating stocks thus reducing spoilage, deterioration, or mismanagement of subsistence.
 - (2) Requisitioning only those items required to meet menu requirements.
 - (3) Identifying items that should be integrated into the menu or deleted from the inventory.
 - (4) Determining the dining facility financial status on an accounting period, semiannual, and year-end basis.
- b.* All subsistence on hand in the dining facility will be inventoried at the end of the month. The inventory will be taken after the ingredients for the dinner meal have been pulled. The only items that are excluded from the physical on-hand inventory are operational rations (meals, ready to eat (MRE) and residual unitized group rations (UGR)), open containers (except sensitive and high dollar items) for kitchen use, commercial box lunches, leftovers, and any residual items of subsistence returned to garrison.
- c.* The inventory will be recorded on DA Form 3234 (Inventory Record)(see fig 3-6) or machine printout, if available, in two copies. The inventory will be priced and extended using the prices from the current accounting month's price list regardless of when the item was purchased.
- d.* After completion of price extension, the FOS will complete the DA Form 3234-1 (Monthly Inventory Recap Sheet) (see fig 3-6) for each accounting period.
- e.* The FSO will verify the mathematical accuracy and sign the DA Form 3234-1 within 2 workdays after the inventory is conducted (except at end-of-year or semiannual inventory). The dollar value of the "grand total" should be posted as the closing inventory on the current DA Form 7455 (fig 3-15) and also the beginning inventory on the next accounting month DA Form 7455.
- f.* Within 2 workdays after the close of the accounting period, copies of DA Form 3234, DA Form 3234-1, DA Form 7455, and DA Form 7454 (see fig 3-14) will be forwarded to the responsible food advisor for review and appropriate action.
- g.* When a dining facility is scheduled to be closed prior to the end of the accounting month such as for a break in training cycle or an extended holiday period, the end of the month inventory will be conducted on the last operational day of the dining facility.

INVENTORY RECORD For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.			1. PAGE <u>1</u> OF <u>5</u>	
2. ORGANIZATION A CO 236TH BN, QM BDE, FORT LEE, VA			3. MONTH FEB	4. YEAR 2002
5. ITEM	6. UNIT	7. UNIT PRICE	8. LAST DAY	
			QTY	VALUE
Macaroni, elbow	LB	1.16	10	11.60
Macaoaroni, Shells	LB	0.81	10	8.10
Noodles, Egg	LB	2.07	10	20.70
Noodles, Chow Mein, #10 Can	CN	3.03	5	15.15
Pancake Mix	PG	3.69	5	18.45
Pie Crust Mix,	BG	2.85	1	2.85
Rice, Brown, 5 LB Bag	BG	5.00	1	5.00
Rice, Long Grain, 10 LB Bag	BG	10.00	1	10.00
Roll Mix, #10 Can	CN	3.05	4	12.20
Spaghetti,	LB	20.00	1	20.00
Taco Shells	CO	7.90	1	7.90
Toaster Pastry, Apple	EA	0.35	45	15.75
Butterscotch Chips	PG	2.87	1	2.87
Chocolate Chips, Semisweet	PG	1.28	5	6.40
Icing Mix, Chocolate	BG	4.24	2	8.48
Icing Mix, Vanilla	BG	4.24	2	8.48
Marshmallows	LB	1.08	1	1.08
Mollasses, #2 1/2 Can	CN	1.96	1	1.96
Powdered Sugar, 5 LB Bag	BG	3.60	1	3.60
Brown Sugar, 1 LB Box	BX	0.73	5	3.65
Granulated Sugar, 10 LB Bag	BG	5.00	5	25.00
Corn Syrup, Light,	JR	2.27	4	9.08
Peanut Butter, 28 Oz Jar	JR	2.54	5	12.70
Soup, Condensed, Tomato	CN	0.80	5	4.00
9. SHEET TOTAL				235.00

DA FORM 3234, JUL 2002

DA FORM 3234-R, AUG 1984, IS OBSOLETE.

USAPA V1.00

Figure 3-5. Sample DA Form 3234 (Inventory Record) and instructions

1. Page Number Beginning with number 1, enter the number of each page and the total number of pages used to list all items in the inventory.

2. Organization Enter the full unit designation to include installation.

3. Month Enter the accounting month covered by this inventory.

4. Year Enter the current calendar year.

5. Item Enter items listed by the groups (perishable/semi-perishable) that they are normally carried in the inventory.

6. Unit Enter the unit of issue for each item.

7. Unit Price Enter the cost for each item at the current month's price regardless of the cost at the time of original purchase.

8. Last Day-Quantity and Value Enter the quantity of each item being inventoried and compute the inventory value for that item. See note.

9. Sheet Total Enter the cumulative dollar value of all items appearing on this sheet. This sub-total is transferred to DA Form 3234-1, Monthly Inventory Recap Sheet. See note.

NOTE:

When the form is completed using a form filler program, these values will automatically be computed. If the form is completed manually, then these values must be computed and entered manually.

Figure 3–5. Sample DA Form 3234 (Inventory Record) and instructions—Continued

MONTHLY INVENTORY RECAP SHEET for DA FORM 3234

For use of this form see DA PAM 30-22, the proponent agency is DCS, G4.

1. UNIT CO A, 236TH BN, QM BDE, FORT LEE, VA		2. DATE (YYYYMMDD) 20020228	
3. PAGE of PAGES		4. TOTAL	
1	of 5	\$	235.00
2	of 5	\$	350.00
3	of 5	\$	535.00
4	of 5	\$	195.00
5	of 5	\$	70.00
6	of	\$	
7	of	\$	
8	of	\$	
9	of	\$	
10	of	\$	
11	of	\$	
12	of	\$	
13	of	\$	
14	of	\$	
15	of	\$	
16	of	\$	
5. GRAND TOTAL		\$	1,385.00
6. REMARKS			
7. FOS SIGNATURE Robert D. Bell, SFC		8a. FSO/DESIGNATED INDIVIDUAL SIGNATURE Jeffery R. Proffitt	8b. RANK CPT

DA FORM 3234-1, JUL 2002

DA FORM 3234-1-R, AUG 1987, IS OBSOLETE.

USAPA V1.00

Figure 3-6. Sample DA Form 3234-1(Monthly Inventory Recap Sheet for DA Form 3234)

The recap sheet will be used to summarize the dollar value of subsistence that was inventoried on the last day of the accounting period. The form will be completed by the FOS and verified by the FSO or designated individual for each account month.

1. Unit Enter the full unit designation to include installation.

2. Date Enter the date the inventory was taken on DA Form 3234.

3. Page of Pages Enter the total number of pages used to conduct the end of month inventory. See note #2.

4. Total Enter the dollar value of each DA Form 3234 used in the inventory.

5. Grand Total Enter the totals of the inventory sheets listed on this form. If more than one recap sheet is used, the last sheet's "Grand Total" will be the total of all recap sheets.

6. Remarks Enter any remarks that will clarify data and provide an audit trail.

7. FOS Signature The FOS will sign his or her signature and rank when the above requirements are completed. See note #3.

8a. and b. FSO/Designated Individual Signature and Rank The FSO or designated individual will enter his or her signature and rank after verifying all entries transferred from DA Form 3234 are correct and all mathematical computations are correct and accurate. See note #3.

NOTES:

1. The form must be prepared in two (2) copies. One copy will be filed in the dining facility files and one copy will be attached to DA Form 3234 and DA Form 7455 and submitted to the food advisor.

2. When additional recap sheets are needed, an additional sheet will be used as a continuation sheet.

3. When more than one recap sheet is used, the FOS and FSO need only sign the last sheet which has the total inventory dollar value.

Figure 3–6. Sample DA Form 3234-1(Monthly Inventory Recap Sheet for DA Form 3234)—Continued

3-21. Subsistence supply support

- a.* Units that are away from home station being supported by another Service's TISA or support activity (USAR, ARNG, or Army) and that are opening an account with the TISA will provide a fund cite to obtain subsistence and for billing purposes.
- b.* When units need to procure subsistence from commercial sources, refer to procedures outlined in paragraph 3-56 of this pamphlet.

3-22. Subsistence transfers

- a.* When subsistence transfers between dining facilities take place, the responsible food advisor will be notified. Dining facility expenditures or credits, as appropriate, will be posted to the DA Form 7454.
- b.* When dining facility accounts are scheduled to close, partial containers of subsistence suitable for consumption, as determined by veterinary personnel, will be transferred to a dining facility designated by the FPM. The receiving dining facility will not be charged for partial containers of subsistence. Subsistence found by veterinary personnel to be unfit for human consumption will be disposed of per this pamphlet.

3-23. Production schedule

For menu items entered on the production schedule with a recipe card number, routine documentation of subsistence will be accomplished by completing all columns (as appropriate) on the production schedule. This documentation will reflect disposition of subsistence used in preparing the menu items, including those items that are left over. The production schedule will be completed as follows:

- a.* A separate production schedule will be prepared for each served meal (breakfast, lunch, dinner, box lunch (in-house), night meal, brunch, and supper). The production schedule will be prepared, regardless of the size of the dining facility, the type of subsistence being served (excluding operational rations), the number to be subsisted, or whether the meal is served in a garrison or prepared in garrison and served in a field environment.
- b.* The schedule will be legible and easily understood by the cook personnel.
- c.* The schedule may be reproduced for meals that have items of a repetitive nature, such as breakfast and short order menus. However, reproduced information will be limited to columns 8, 9, 10, 11, and 14.
- d.* The schedule may be prepared for more than one production area; that is, pastry, salads, and short order.
- e.* When the FOS is also the cook, only the heading and columns 9 and 12 must be completed unless additional data are required by the MACOM.
- f.* For detailed guidance in preparing the production schedule, see figure 3-7.

PRODUCTION SCHEDULE For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.							
1. UNIT Co A, 236th BN, QM BDE, FORT LEE, VA					2. SERVING PERIOD 1130-1300		
3. DATE (YYYYMMDD) 20020628		4. MEAL B <input type="checkbox"/> L <input checked="" type="checkbox"/> D <input type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/>			5. PROJECTED HEADCOUNT 100		6. ACTUAL HEADCOUNT 92
7. PERSON ASSIGNED	8. RECIPE NUMBER	9. RECIPE NAME	10. PREP TIME	11. PORTIONS TO PREPARE	12. ACTUAL PORTIONS	13. LEFTOVER/DISCARD	14. SPECIAL INSTRUCTIONS
HUGHES	L-80	PORK CHOP SUEY	0700	75	80	8	
HUGHES	L-119-4	HERBED BAKED FISH	1000	25	24	3	
KENNEDY	E-5	STEAMED RICE	1015	50	50	15	USE FOR DINNER MEAL
KENNEDY	Q-48	MASHED POTATOES	1030	50	50		
KENNEDY	Q-G-3	SEASONED CAULIFLOWER	1045	50	50		
KENNEDY	Q-G-3	SEASONED PEAS	1045	50	50		
RUSSELL	M-47	TOSSED GREEN SALAD	0900	80	100		
RUSSELL	M-5	CARROT SALAD	0930	20	25	9	
LOUZON	H-13	SUGAR COOKIES	0800	50	50		
LOUZON	G-21-1	ALMOND POUND CAKE	0700	50	50		
LAFOUNTAIN	SOP-12	MILK, LOWFAT, 1%					
LAFOUNTAIN	SOP-21	KOOL AID					PASSION PINK
LAFOUNTAIN	SOP-99	COFFEE					
LAFOUNTAIN	SOP-22	SOFT DRINKS					
LAFOUNTAIN	SOP-25	INDIVIDUAL SALAD DRESSINGS					
RUSSELL	SOP-38	SALAD BAR					USE 15 SERVINGS LEFTOVER BACON
RUSSELL	SOP-15	ASSORTED BREADS					
RUSSELL	SOP-11	MARGERINE					
RUSSELL	SOP-27	ASSORTED CONDIMENTS					
HUGHES	SOP-35	CHOW MEIN NOODLES					
HUGHES	N-35	ROAST BEEF SANDWICH	1000	20			SOP-50
15a. FOS/MANAGER SIGNATURE ROBERT D. BELL			15b. RANK SFC		16a. SHIFT LEADER SIGNATURE SALLY P. ROBERTS		16b. RANK SSG

DA FORM 3034, JUL 2002

DA FORM 3034, AUG 1984, IS OBSOLETE.

USAPA V1.00

Figure 3-7. Sample DA Form 3034 (Production Schedule) and instructions

-
1. **Unit** Enter the unit designation and installation.
 2. **Serving Period** Enter the start and end time for serving period.
 3. **Date** Enter the date the meal is to be served.
 4. **Meal** Enter an "X" in the appropriate meal block. For short order or box lunch production, an "X" will also be entered in the S/O or B/L block in addition to the meal; for example: breakfast and short order.
 5. **Projected Headcount** Enter the estimated number of diners expected to be served for the meal.
 6. **Actual Headcount** Enter the total number of diners actually served, as reflected on DA Forms 3032 and DD Form 1544.
 7. **Person Assigned** Enter the person's name who is assigned to prepare each menu item listed in item 9.
 8. **Recipe Number** Enter the recipe or SOP number to be used to prepare the product. If the recipe is from a source other than TM 10-412, state the source in column 14, such as Betty Crocker, Better Homes and Garden, Culinary Encyclopedia Cook Books, etc. See note 1.
 9. **Recipe Name** Enter recipe names to be prepared and served during the meal. Additional items required during the meal to subsist unexpected diners will be entered in the same manner as the regularly scheduled menu items.
 10. **Preparation Time** Enter the time the cook is to begin weighing, peeling, measuring, or begin working on some phase of production. Cooking times are reflected on the recipes. Do not enter preparation time for items that are normally self-service, SOP, or have no preparation time.
 11. **Portions to Prepare** Enter the anticipated portions of product to be prepared. Do not enter portions to prepare for items that are normally self-service, SOP, and or no preparation time. Examples are milk, crackers, jams and jellies, etc.
 12. **Actual Portions Prepared** For products prepared using the TM 10-412 series or approved recipes, enter the number of portions actually prepared from raw ingredients. The portion size actually served, weight, or measures actually used, waste during preparation and cooking will have a bearing on the number of portions actually prepared; therefore, this column will not necessarily reflect the same entry in column 11. For self-service or SOP, items this column will be left blank. For self-service items or items that have no preparation

Figure 3-7. Sample DA Form 3034 (Production Schedule) and instructions—Continued

time or portions to prepare, the quantity (unit of issue) actually drawn from stock will be recorded on the Kitchen Requisition Form.

13. Leftovers/Discard Immediately after the meal, enter in portions, the amount of food to be retained or discarded. Those food items to be discarded or used as leftovers will be entered in blue, black, or blue/black ink. Items to be carried as leftovers and intended to be incorporated into subsequent menu's will be highlighted with read-thru fluorescent marker. For specific instructions to document the use of leftovers, see note 3.

14. Special Instructions Enter specific instructions regarding a product such as recipe variation or deviation, change in portion size (if other than stated in the recipe), serving instructions or the use of leftovers (highlighted with fluorescent marker). See notes 2 and 3.

15a. and 15b. FOS/Manager Signature and Rank The FOS will sign and enter his/her rank on this form prior to posting. When more than one form is used for a meal, each form will be signed.

16a. and 16b. Shift Leader Signature and Rank. At the completion of the meal and after entering the actual portions prepared (column 12), the disposition of L/O and discards (column 13), and any other column as required, the shift leader will sign the form and enter his/her rank.

NOTES:

1. SOPs must be written to provide clear detailed instructions for those items not covered in TM 10-412. In addition, the SOP must be approved for use by the responsible food advisory personnel and reviewed or updated at least annually for active duty and every two years for RCs. SOPs must be brief but reflect quantities to prepare and also the time placed on the serving line. State what preparation procedures must take place for all items in the SOP. For example, state quantities to be used, the time, and where in on the serving line the items are to be placed for the initial set-up. Also state the quantity to be used when replenishing the serving line when the initial quantity is consumed. When you are specifying a recipe from a cookbook or magazine, provide any additional instructions in column 14.

2. Special instructions will be completed in column 14:

- a. When menu items require progressive cooking.
- b. To document where leftovers will be used (See note #3).
- c. To document deviations from the SOP instructions for SOP items.

d. To clarify SOP instructions. For example, you would list a Kool-Aid flavor in column 14 that was not included in the SOP.

3. To document the use of leftovers the following will apply--

Figure 3-7. Sample DA Form 3034 (Production Schedule) and instructions—Continued

a. Leftovers to be used as main entrees. All entries on the production schedule required to document the use of these leftover items in columns 7 through 14 will be entered in blue, black, or blue/black ink and then highlighted with read-thru fluorescent marker (any color).

b. Leftovers incorporated into products listed in column 9. Column 14 will be used to document in blue/black ink the use of these leftover items and highlighted with read-thru fluorescent marker. For Example, bacon leftover from breakfast and used on the salad bar would be entered as - L/O bacon 15 sv, in column 14 and will be highlighted with any color read-thru fluorescent marker.

4. Items written in **bold** and *italicized* letters on the completed example indicate entries to be highlighted per note 3.

Figure 3-7. Sample DA Form 3034 (Production Schedule) and instructions—Continued

3-24. Kitchen requisition

a. *Kitchen Requisition Form*. DA Form 4552 (Kitchen Requisition Form) will be used to intensively manage high dollar and sensitive subsistence items, which are all meats, fish, and poultry subsistence items (Federal supply classification (FSC) 8905 group in the C8900-SL). The kitchen requisition form will also be used to document the disposition of self-service items, condiments, and SOP items. The kitchen requisition form will be—

- (1) Prepared per instructions at figure 3-8.
- (2) Completed for each meal.
- (3) Filed with the appropriate production schedule.

b. *Intensively managed items*. Intensively managed items will require entries in columns 5 through 9.. Items not used for the meal drawn will be returned to stock with the quantity returned noted in column d. The installation commander may require additional items of subsistence to be intensively managed. There should not be more than two additional line items of subsistence to be intensively managed during any one accounting period without approval from the MACOM.

c. *Condiments, self-service, and standing operating procedures items*. These items will require entries in columns 5, 6, 7, and 9 only. Generally these subsistence items are not returned to stock and will be used over an extended period of time or several meal periods. For example, cans of spices and herbs would be maintained in the kitchen by the cooks until used; and fresh tomatoes may be drawn for a daily operation and used on the salad bar as tomato slices for short order or as a garnish.

KITCHEN REQUISITION <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>				1. PAGE <u>1</u> OF <u>1</u>	
2. UNIT CO A 236TH BN, QM BDE, FT. LEE, VA		3. DATE (YYYYMMDD) 20020628		4. MEAL B <input type="checkbox"/> L <input checked="" type="checkbox"/> D <input type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/>	
5. ITEM NAME	6. UNIT OF ISSUE	7. QUANTITY DRAWN	8. QUANTITY RETURNED	9. TOTAL USED	
PORK DICED	LB	28	4	24	
SOLE FILLETS	LB	8		8	
PEPPER, BLACK	CN	1		1	
TOMATOES	LB	20		20	
BREAD, WHITE	LF	5		5	
BREAD, WHEAT	LF	5		5	
BREAD, RYE	LF	2		2	
MILK, LOWFAT, 1%	CO	1		1	
SODA, ORANGE	CO	1		1	
MARGARINE PRINTS	LB	3		3	
DRESSING, FRENCH, INDIVIDUAL	BX	1		1	
DRESSING, 1000 ISLAND, INDIVIDUAL	BX	1		1	
HOT SAUCE	BT	2		2	
SOY SAUCE	BT	2		2	
COFFEE	LB	10	8	2	
CHOW MEIN NOODLES	CN	2		2	
ONIONS	LB	2		2	
LETTUCE	LB	12		12	
OLIVES, RIPE	CN	4		4	
OLIVES, GREEN	JR	4		4	
JALAPENO PEPPERS	CN	1		1	
10. SHIFT LEADER'S SIGNATURE TREVOR J. ELLIOT			11. RANK SSG		

DA FORM 4552, JUL 2002

REPLACES DA FORM 4552-R, JAN 1977, AND DA FORM 3034-1, AUG 1984.

USAPA V1.00

Figure 3–8. Sample DA Form 4552 (Kitchen Requisition) and instructions

1. Page of Pages. Starting with page one (1), enter the number of each page and the total number of pages used for each meal.

2. Unit. Enter full unit designation including installation.

3. Date. Enter the date the form is being used.

4. Meal. Place an "X" in the appropriate block.

5. Item Name. Enter the sensitive or high dollar item of subsistence being documented.

6. Unit of Issue. Enter the standard unit of issue - LB, CN, DZ, BX, etc.

7. Quantity Drawn. Enter the amount actually drawn from the storage area.

8. Quantity Returned. Enter only the amount of the sensitive or high dollar subsistence item you are returning to inventory. The total drawn for self-service, SOP, and condiment items will be considered used, generally no entry is required for these items in this column.

9. Total Used. Enter the total amount used to prepare the item (amount issued minus the amount returned to storage (sensitive and high items only)).

10. Shift Leader's Signature The shift leader must sign this form at the completion of shift. If more than one form is used the signature is required on only the last form.

11. Rank The shift leader will enter his or her rank after signing the form.

NOTE: The Kitchen Requisition form is used to provide an audit trail of subsistence items listed in FSC 8905 (meats, fish, and poultry) plus routine accountability for self-service items, SOP items, and condiments.

Figure 3–8. Sample DA Form 4552 (Kitchen Requisition) and instructions—Continued

3–25. Headcount procedures

a. Headcounter briefing. The FOS or a designated representative will brief each headcounter on the responsibilities before the individual assumes headcount duties. A headcount SOP (sample at app D) will be used as a guide.

b. Collecting signatures. The DA Form 3032 is the basic document used to collect signatures and account for meals served to enlisted personnel authorized SIK. Preparation instructions are included at figure 3–9. The following applies to the DA Form 3032.

(1) A separate DA Form 3032 will be used for each meal and each day. Separate sheets will be used for each category of diner. The “transient” category is no longer used. The definitions and a complete listing of diner categories can be found in appendix D.

(2) The FOS will complete the heading and check the appropriate block prior to providing the sheet(s) to the headcount.

(3) When the total number of signatures for all three meals in one day will not exceed 82, only one sheet will be

required for that day. At the conclusion of each meal the headcounter will close out the sheet using the next unused line.

(4) When fewer than 25 persons in a category are to be subsisted in one meal, the data for more than one category can be recorded on one sheet. For example, the category of common service includes Active U.S. Air Force (USAF), U.S. Navy (USN), and U.S. Marines (USMC). Therefore, if a dining facility subsisted 18 USAF, 20 USN, and 20 USMC personnel, all data can be recorded on one sheet marked common service.

c. Conditions for one-line entries. One-line entries are permitted under the following conditions:

- (1) Hostile fire areas as defined by DOD military pay and allowance entitlement manual.
- (2) Under emergency conditions of disaster and civil disorder or relief efforts.
- (3) During troop movement via motor convoy.

(4) Military prisoners confined in U.S. Army confinement facilities. The individuals in charge of prisoners will enter and verify the headcount of prisoners subsisted on the DA Form 3032 by category such as Marines, Air Force, and Active Army. Other diners using the facility will individually sign the proper form based on their meal entitlement category.

d. Authorized one-line entries. One-line entries may be authorized under the following situations:

(1) Field training (see glossary) where the collection of signatures is impractical as determined by the unit commander or FSO (for example, limited feeding time, troop dispersion, and weather conditions).

(2) Installation personnel control facilities and reception stations and advanced individual training (AIT) and basic training (BCT) soldiers. When approved by the installation commander, the one-line entry is authorized provided that personnel are taken to the dining facility as a group by the designated individual (must be specialist (SPC)/corporal (CPL) or above) signing for the group. Personnel arriving at the dining facility on an individual basis will use the regular individual headcount accounting procedure.

(3) For those activities described below and only during those meals when personnel are taken in a group to the dining facility by a designated individual. This designated individual will make the one-line entry for this group.

(a) Full time NCO academies and officer candidate schools and warrant officer candidate school.

(b) Reserve Officer Training Corps (ROTC) cadets and students enrolled in the ROTC basic camp.

(c) Students at United States Military Academy Preparatory School (USMAPS).

(4) When rations are picked up at the dining facility.

e. Procedures for RC full time dining facilities. Procedures for RC full time dining facilities to identify authorized diners and account for meals served will be as described above.

Before issuing the sheet to the headcounters, the FOS will complete the following: Organization, Date, Meal, Service Component, and Diner Category blocks.

- 1. Organization** Enter the full unit designation, and installation.
- 2. Date** Enter the date.
- 3. Meal** Enter an "x" in the appropriate block.
- 4. Service Component** Enter the abbreviated service component, listed on back of the form, for personnel who will be signing the form.
- 5. Diner Category** Enter an "x" in the appropriate block. Identification of diner categories is located in Appendix B. A separate DA Form 3032 will be used for each category each day. For those categories not shown, the "Other" block will be used with a written entry to explain that category.
- 6. Signature** The diner will enter his/her signature as normally written prior to consuming a meal.
- 7. Meal Card Number** The headcounter will enter the meal card number as it appears on DD Form 714, the last four digits of the social security number (generally for BCT and AIT) as it appears on the Common Access Card, DD Form 2A (Armed Forces of the United States Identification Card), or the individual's orders number. The form is designed so that the headcounter can enter the number on the form upside down. This will speed up the signing-in process, as the headcounter will not have to rotate the form for each diner. See Note #1.
- 8. Remarks** Enter any remarks to clarify headcount data that is not apparently clear and will provide an audit trail. When the headcounter is not present and when feeding late diners, a member of the dining facility staff may perform this function; for example, an entry will be made in the remarks block to clarify (15 late diners, change of post guard mounts).
- 9a. Headcount Signature and Rank** The headcounter will enter their signature, as normally written, and rank at the conclusion of each scheduled meal service.
- 9b.** The FOS will sign and enter rank after reviewing the form and before consolidating headcount data on DA Form 2970.

Figure 3–9. Sample DA Form 3032 (Signature Headcount Sheet) and instructions

NOTES:

1. All unused lines will be lined out after the meal by the headcounter. This will be accomplished by the headcounter drawing a straight line from the upper left to lower right for all unused lines in each column (front and back side of the form). For late meals served, a new DA Form 3032 will be used. The FOS, headcounter, or designated individual will close out the form as prescribed above
2. When a DA Form 3032 is used for more than one meal the headcount will close out the form on the next unused line. See paragraph 3-25 of this DA pamphlet.
3. Procedures for one-line entries in garrison.
 - a. The designated individual in charge of the group or picking up rations will make the one-line entry by--
 - (1) Entering the number of diners being accounted for and the class number or group identity in the "Signature" block.
 - (2) Entering their signature and rank in the "Meal Card Number" block.
 - b. The headcounter will physically count the number of persons subsisting and confirm the entry annotated by the person in charge of the group. One-line entries for rations which are being picked up, the number being entered on the DA Form 3032 will be verified on the appropriate request for rations (MFR).
4. Procedures for one-line entry during field training.
 - a. The headcounter will--
 - (1) Enter an "x" in the "Other" box on the top of the form and write in "Field One-Line Entry."
 - (2) Enter the number of diners being accounted for and their component in the "Signature" block.
 - (3) Enter their signature and rank in the block identified as "Meal Card Number."
 - (4) Close out the form and sign the headcounter block.
 - b. The unit commander, FSO, or 1st Sergeant authorizing the one-line entry will explain in the "Remarks" section the condition that warranted the use on the one-line entry.

Figure 3-9. Sample DA Form 3032 (Signature Headcount Sheet) and instructions—Continued

SIGNATURE HEADCOUNT SHEET					
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
1. ORGANIZATION 2/327th Air Assault Ft. Campbell, KY 37040				2. DATE (YYYYMMDD) 20020918	
3. MEAL <input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Dinner <input type="checkbox"/> Holiday		4. SERVICE COMP USA		5. DINER CATEGORY <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Common Service (Specify) <input type="checkbox"/> DFAS Action <input type="checkbox"/> Reimbursement (Central Billing) <input type="checkbox"/> Other	
No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
1.	Charles A. Moore	K-127807	23.		
2.	William Smith	K-127953	24.		
3.	Howard C. Banner	K-127996	25.		
4.	Robert Harsh	K-127864	26.		
5.	Shara Estep	K-127901	27.		
6.	37 PLC/02-3	SFC David Lee	28.		
7.	Gregory Jones	K-127983	29.		
8.	Max Coleman	K-127944	30.		
9.	Joseph Wyler	K-127853	31.		
10.	Ken Brown	K-127986	32.		
11.	Bill Massey	K-127973	33.		
12.	25 Co A / Conway	SSG Tom Hill	34.		
13.			35.		
14.			36.		
15.			37.		
16.			38.		
17.			39.		
18.			40.		
19.			41.		
20.			42.		
21.			43.		
22.			44.		

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DA FORM 3032, AUG 1986, MAY BE USED.

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Figure 3-9. Sample DA Form 3032 (Signature Headcount Sheet) and instructions—Continued

No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
45.			65.		
46.			66.		
47.			67.		
48.			68.		
49.			69.		
50.			70.		
51.			71.		
52.			72.		
53.			73.		
54.			74.		
55.			75.		
56.			76.		
57.			77.		
58.			78.		
59.			79.		
60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		

8. REMARKS
25 Boy lunches from in-house ingredients, memorandum attached

USA - Active Army USAR - U.S. Army Reserve ARNG - Army National Guard ROTC - Reserve Officer Training Corps USN - U.S. Navy, Active USNR - U.S. Navy, Reserve USMC - U.S. Marine Corps, Active USMCR - U.S. Marine Corps, Reserve	USAF - U.S. Air Force, Active ANG - Air National Guard USAFR - U.S. Air Force, Reserve MAP - Military Assistance Program LS - Labor Service Personnel KATUSA - Korean Augmentation to U.S. Army F - Foreign Military Personnel	9a. HEADCOUNT SIGNATURE AND RANK <i>SFC Dean Miller</i> 9b. FOS SIGNATURE AND RANK <i>SFC Albert Brown</i>
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Figure 3-9. Sample DA Form 3032 (Signature Headcount Sheet) and instructions—Continued

SIGNATURE HEADCOUNT SHEET					
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
1. ORGANIZATION CoB 215 INF Ft. Lewis, WA 98133				2. DATE (YYYYMMDD) 2002 10 10	
3. MEAL		4. SERVICE COMP		5. DINER CATEGORY	
<input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input checked="" type="checkbox"/> Lunch <input type="checkbox"/> Supper <input type="checkbox"/> Dinner <input type="checkbox"/> Holiday				<input type="checkbox"/> Permanent <input type="checkbox"/> DFAS Action <input type="checkbox"/> Common Service (Specify) <input type="checkbox"/> Reimbursement (Central Billing) <input checked="" type="checkbox"/> Other: Field ONE-LINE Entry	
No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
1.	64 USA	SGT Tom Jones	23.		
2.	25 FAO	SGT Tom Jones	24.		
3.	46 ARNG	SGT Tom Jones	25.		
4.	3 USAF	SGT Tom Jones	26.		
5.			27.		
6.			28.		
7.			29.		
8.			30.		
9.			31.		
10.			32.		
11.			33.		
12.			34.		
13.			35.		
14.			36.		
15.			37.		
16.			38.		
17.			39.		
18.			40.		
19.			41.		
20.			42.		
21.			43.		
22.			44.		

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DA FORM 3032, AUG 1966, MAY BE USED.

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Figure 3-9. Sample DA Form 3032 (Signature Headcount Sheet) and instructions—Continued

No.	6. SIGNATURE	7. MEAL CARD NUMBER	No.	6. SIGNATURE	7. MEAL CARD NUMBER
45.			65.		
46.			66.		
47.			67.		
48.			68.		
49.			69.		
50.			70.		
51.			71.		
52.			72.		
53.			73.		
54.			74.		
55.			75.		
56.			76.		
57.			77.		
58.			78.		
59.			79.		
60.			80.		
61.			81.		
62.			82.		
63.			83.		
64.			84.		

8. REMARKS

Inclement weather conditions made the collection of signatures impractical.

William R. Wrangler
CPT, FSO

USA - Active Army USAR - U.S. Army Reserve ARNG - Army National Guard ROTC - Reserve Officer Training Corps USN - U.S. Navy, Active USNR - U.S. Navy, Reserve USMC - U.S. Marine Corps, Active USMCR - U.S. Marine Corps, Reserve	USAF - U.S. Air Force, Active ANG - Air National Guard USAFR - U.S. Air Force, Reserve MAP - Military Assistance Program LS - Labor Service Personnel KATUSA - Korean Augmentation to U.S. Army F - Foreign Military Personnel	9a. HEADCOUNT SIGNATURE AND RANK <i>SGT Tom Jones</i> 9b. FOS SIGNATURE AND RANK <i>SFC Arthur Wagner</i>
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Figure 3-9. Sample DA Form 3032 (Signature Headcount Sheet) and instructions—Continued

3-26. Change fund authorization

a. Change funds are authorized for dining facilities. The latest DOD guidance on establishing change funds can be found in DOD Financial Management Regulation (FMR), volume 5, chapter 3, paragraph 030404. The authorization paragraph reads as follows: "When the efficient and economical operation of a government laundry, clothing sales store, or other appropriated fund activity (other than a Defense Commissary Agency (DeCA) commissary) engaged in selling property or services requires cash for making change, the officer in charge of the activity shall request the commander to establish a change fund. After approval, the commander (or designee) shall appoint a change fund custodian and the appointment document shall specify the amount of funds to be advanced by the DO or an agent of the DO to the custodian. The DO (or an agent of the DO) providing disbursing service to the installation or activity where the sales activity is located shall provide the authorized change fund advance and record the advance in his or her accountability as cash in the custody of Government cashiers. This requirement applies whether the sales activity deposits the proceeds of sales to the DSSN of the local DO or to the DSSN of a regional DO."

b. Change funds for Army installations are normally processed centrally by Central Disbursing Services, Indianapolis (CDS-I), and not through a local Defense Military Pay Office (DMPO). Procedures for requesting a change fund through DFAS-Indianapolis Centralized Disbursing can be found in the DFAS-IN Centralized Disbursing Manual, paragraph 2-8.

3-27. Cash collection

a. The DD Form 1544 (Cash Meal Payment Book) (see fig 3-10) is used to record the signature and the amount of cash collected (discounted or standard meal rate) from individual(s) who are required to reimburse the Government for meals consumed. This form is signed by all personnel who do not possess a valid meal card or other document authorizing them to eat without paying cash.

b. The data block at the top of DD Form 1544 sheet(s) will be completed by the FOS (other authorized person as appropriate) prior to being issued to the headcounter. The DD Form 1544 will be used until all lines have been completed, unless a turn-in of funds is required sooner in accordance with this DA pamphlet.

c. When the DD Form 1544 sheet(s) is issued to a headcounter or an organization, the FOS will use DA Form 3546 (Control Record for Dining Facility-DD Form 1544) to record the issue. It will also be used to record cash overages and shortages reflected on DD Form 1544. Instructions for the preparation of the DA Form 3546 are shown in figure 3-11.

d. At the completion of each meal, the headcounter will close out the meal by signing on the next unused line. As each DD Form 1544 is completed (all lines are used), it will be closed out by the headcounter on duty. When completed, the DD Form 1544 will then be returned with the cash collected for that sheet to the FOS.

e. Cash reimbursements for meals furnished to personnel will be made in accordance with the provisions below:

(1) Individual reimbursement will be made in cash only (excluding personal checks) as directed by the published meal rates at the time of consumption.

(2) Group payment can be made by personal check or by cash as appropriate. This is used when a single payment is more efficient than having each individual reimbursing at the headcount station. The DD Form 1544 is replaced by the DA Form 3032 identified as "Group Payment." Each individual entered on the form will be multiplied by the appropriate DOD meal rate and a one-line entry will be made on the DD Form 1544 when payment is received. This procedure must be coordinated between the supported group and the FPMO.

(3) Deferred payment may be permitted when authorized (most often during emergency or disaster conditions) by the installation commander for meals furnished to certain personnel as outlined in Defense Finance and Accounting Service instruction (DFAS-IN) 37-1 and paragraph *f* below.

f. In situations when authorized by the installation commander, certain personnel who are unable to pay cash at the time of consumption (due to a disaster or an emergency condition) may be permitted to defer payment until another time. For meals furnished, local reimbursement procedures will be accomplished according to DFAS-IN 37-1. The responsibility to follow up and ensure that the payment has been effected will be at the installation FPM level. In this situation, DA Form 3032 will be used to replace the DD Form 1544. The DA Form 3032 will be labeled "Deferred Payment" in the "other" block. Each authorized person will be required to sign the DA Form 3032 for each meal received. The dining facility will post earnings for deferred payment meals on the date the meals were consumed. The DA Form 3032 will be handled as follows:

(1) The DA Form 3032 will be placed in the headcount folder. Because these forms reflect data for cash reimbursement, they will be kept secure in the same manner as the DD Form 1544. These forms will be kept on the active file in the dining facility for 1 year, and 2 years inactive.

(2) Upon receipt of cash payment for the deferred payment, a one-line entry will be made on DD Form 1544. The one-line entry will be made for the total value of the breakfast, lunch, and dinner meals reimbursed. The FOS will prepare a memorandum indicating deferred payment meals by dates and the amount of breakfast, lunch, and dinner that

was served, and the cash collected for each. The memorandum and supporting DA Form(s) 3032 will be attached to the DD Form 1544 supporting the one-line entry. After the cash turn-in takes place, the DA Form 3032 and the memorandum will be filed as noted in subparagraph (1) above.

g. Use the emergency alternate method of accounting for cash, if the cash sheet is full and the FSO or representative is not available to issue additional sheets. Full cash sheets used during that meal (that is B, L, D) will be turned over and diners will sign their names and amount paid on the back side of the form. If additional sheets are needed, the previous meal or day(s) cash sheet will be used. Each sheet used in this method will have the date and meal placed at the top of the back side of the form. The "To-From" and "Cash collected" blocks on the front of the form will be changed to reflect the correct data.

CASH MEAL PAYMENT SHEET										1234567			
To be completed when the government is to be reimbursed for meals furnished													
ORGANIZATION OR DINING FACILITY								INCLUSIVE DATES COVERED					
Co A, 236th BN, QM BDE, Fort Lee Va,								FROM 30-Jan-02		THROUGH 31-Jan-02			
FOOD CHARGES				SURCHARGES (S/C)				PER DIEM SURCHARGE					
B \$1.60	L \$3.25	D \$3.25					B	L	D				
BR \$3.65	DB \$4.45	Other					BR	DB	Other				
GRADE	NAME		DOLLAR VALUE				GRADE	NAME		DOLLAR VALUE			
	B	L	D	S/C						B	L	D	S/C
SFC	Harold Donning		\$ 1.60	\$	\$	\$		BALANCE BROUGHT FORWARD		\$ 12.80	\$ 16.25	\$ 6.50	\$
CPT	James J. Johnson		1.60				31-Jan 2002	Bobby W. Brandy		SGT			
LT	Tally Fanka		1.60				MAJ	Thomas C. Ballard			3.25		
LTC	Frank J. Smith		1.60				LT	Susan M. Reading			3.25		
30-Jan 2002	Harold J. Tifford		SGT				SFC	William R. Tyree			3.25		
CIV	Gorddall Hopper			3.25			SFC	Sharon A. Tyree			3.25		
CW5	James Hill			3.25			31-Jan 2002	Bobby W. Brandy		SGT			
CM	Kimberly Williams			3.25			SGM	Mary Jone				3.25	
SGT	Joe B. Hully			3.25			DFA	Roger Polk				3.25	
COL	Willie B. Jones			3.25			SFC	Timothy Drey				32.50	
30-Jan 2002	Harold J. Tifford		SGT				31-Jan 2002	Bobby W. Brandy		SGT			
MAJ	Edward Lane				3.25		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>						
CPT	thomas tgly				3.25		<div style="border: 1px solid black; height: 20px; width: 100%;"></div>						
30-Jan 2002	Harold J. Tifford		SGT				TOTAL		\$ 12.80	\$ 29.25	\$ 45.50	\$	
SFC	Tharon Smith		1.60				TOTAL CHARGES		\$ Food \$ S/C		\$87.55		
SSG	Eargo Flower		1.60				CASH OVER (SHORT)		-\$0.05				
MSG	Roderick Piggott		1.60				CASH TURNED IN		\$87.50				
SGM	Roger Mansly		1.60				REMARKS						
TOTAL			\$ 12.80	\$ 16.25	\$ 6.50	\$	Line # 16 1 MRE SOLD						
							Line # 27- One Line Entry for 10 Group Feeding Meals						
SIGNATURE OF UNIT COMMANDER OR FOOD SERVICE OFFICER							SIGNATURE OF LAST OR ONLY HEADCOUNTER						
Jeffery R. Proffitt CPT							Bobby W. Brandy SGT						

SHEET 1

Figure 3-10. Sample DD Form 1544 (Cash Meal Payment Sheet - Sheet 1) and instructions

Serial Number

This block will be completed by AG printing.

Organization

To be completed by the food operations sergeant (FOS) prior to the sheet being issued to the headcounter. It will include the unit and installation designation.

From

The FOS will enter the starting date that the form is used to collect cash for meals sold.

Through

The FOS will enter the date that the form is completed (all lines used) or closed out as directed by Note 2 below.

Food Charges

The applicable prices to be collected by the headcounter for the standard meal rate will be entered in the appropriate blocks.

Surcharges

Leave blank.

Per Diem Surcharges

Leave blank.

Grade

In the "Grade" column, military members will enter their abbreviated rank. Civilian diners will enter CIV in this column. Family members will enter "FM" above their sponsor's abbreviated rank. Contractor employees will enter "CM." Additional guidance is contained in Appendix C of this DA Pam.

Name

The diner will sign their first and last name in ink.

Dollar Value

The diner will indicate in the appropriate column (B, L, D) the amount being paid for the meal being consumed. The S/C column will not be used. See note 5.

Total

- a. The left side blocks (B, L, D) will be completed when the left side of the form has been filled. The balance from the left side is brought over and placed in the "Balance Brought Forward" block on the top right side of the form.
- b. The right side total blocks will be completed when the entire form has been filled or when the unused portion is lined out for the form to be turn in.

Figure 3-10. Sample DD Form 1544 (Cash Meal Payment Sheet - Sheet 1) and instructions—Continued

Total Charges

Enter the total dollar amount collected for the meals documented on the form.

Cash Over (Short)

The cash difference between the amounts collected on the DD Form 1544 and the monies turned-in by the headcounter. Shortages will be shown in parenthesis ().

Cash Turned In

Enter the total dollar amount, plus overages or minus shortages, to be turned in to the financial institution.

Remarks

Enter data that will clarify transactions regarding the collection of cash, such as the number of operational ration meals sold, one-line entries, or cash shortages. If more space is required, use the reverse side of the cash meal payment sheet to fully explain.

Signature and Rank of Unit Commander or Food Service Officer

The officer or designated individual will authenticate the sheet in this block upon issuing to the dining facility.

Signature and Rank of Last or Only Headcounter

Since this form is to be used until completed, this block will only be signed by the headcounter making final collections for that sheet.

Notes:

1. At the conclusion of each meal, the headcounter will close the form for that meal on the next unused line by entering date, payroll signature, and rank.
2. At the conclusion of the accounting period all sheets with unused lines will be closed out by a line drawn from the top left corner to the bottom right corner, marked "Not Used", and signed by the unit commander, FSO (or alternate), or the FOS as appropriate.
3. The final headcounter will total up the various columns and close out the form.
4. The FOS must develop a headcount SOP to provide guidance for handling any situation where the diner is to be charged other than the standard meal rate. The headcounter must refer to the SOP for guidance.
5. A separate DD Form 1544 will be used when the Brunch/Supper menus are being served. The brunch meal rate will be entered in the lunch column; the supper meal rate will be entered in the dinner column.

Figure 3-10. Sample DD Form 1544 (Cash Meal Payment Sheet - Sheet 1) and instructions—Continued

[illegible]

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-
- 1. Unit** Enter the designation of the unit operating the dining facility.
 - 2. Serial Number** Enter the serial number assigned to the DD Form 1544 book. A new sheet must be started for each new book.
 - 3. Sheet Number** Enter the number printed at the bottom of the DD Form 1544 sheet being issued.
 - 4. Issued to**
 - a. Signature** The person to whom the sheet is being issued will sign and enter rank here.
 - b. Organization** Enter the organization to which the individual (the person who entered the signature and rank above) is assigned or attached for duty.
 - c. Change fund** Enter the amount of cash included with the sheet as a change fund.
 - d. Date issued** Enter the date that the individual was given the sheet.
 - 5. Received by**
 - a. Date Received** The food operations sergeant receiving the sheet will enter the date the sheet was received.
 - b. Turned In** Enter the total amount of cash being received along with the DD Form 1544. This dollar amount will include the dollar value of meals sold for cash during the appropriate serving period to include any cash over or shorts. The dollar value entered will not include the value of the change fund.
[+ or (-)] Enter the difference between the cash turned-in by the headcounter and the cash amount documented on the DD Form 1544 (plus change fund if appropriate). Shortage will be shown in brackets (.10) and overages as .10.
 - c. Signature.** The person receiving the cash and entering the data in section 4b will enter his or her signature and rank.

Note. The data entered in sections 4b and 4c should be completed in the presence of the headcounter and prior to the headcounter being released from duty.

Figure 3-11. Sample DA Form 3546 (Control Record for Dining Facility-DD Form 1544) and instructions—Continued

3-28. Cash meal payment books and cash collection

a. Whenever a DD Form 1544 book contains minor printing errors such as two pages with the same number or blurred numbers, the installation control officer can make corrections. The corrections will be completed in ink by running a line through the incorrect entry and entering the correction and initialing and dating the entry. The installation control officer will also prepare a memorandum reflecting the book number and changes made. A copy will be provided with the book to the unit receiving the book, and to the installation forms control officer, and the installation's control officer retains one copy.

b. The safe must be secured to a permanent part of the building or be in a room that is manned around the clock. Field cabinets using steel lock bars or those offering no forced entry protection are not considered adequate.

3-29. Cash turn-in procedures

a. All cash collected from the sale of meals will be turned in as outlined in this paragraph. When complete books are not issued to the FOS, the following procedures will be used:

- (1) As each DD Form 1544 is completed the FOS will turn in the sheet and money collected to the FSO.
- (2) The FSO or designated individual must turn in funds to the appropriate financial institution or consolidating

headquarters when the funds on hand, exclusive of the authorized change fund, reach \$500. A cash turn-in will be performed at least once a month. For dining facilities with unusually large cash collections, the \$500 limitation may be increased by the installation commander, regional support commander (RSC)/direct reporting commander (DRC), or the State Adjutant General (AG), for the Active Army, USAR and ARNG units, respectively.

(3) Funds collected and on hand (except authorized change fund) on the last day of each accounting month. A new DD Form 1544 sheet will be used at the start of each month for the Active Army.

(4) During a change of FSO, the DD Form 1544 sheet(s) in use (including complete books issued to the FOS) will be closed out and all monies turned in.

(5) At the end of each fiscal year, all funds will be turned in on the first workday of the new fiscal year. The turn-in document will be annotated "Final FY __ turn-in" to alert the staff that the turn-in is to be posted to the closing fiscal year account.

b. For the ARNG, cash and DD Form 1544 will be turned in as prescribed above and as modified below:

(1) *Inactive duty training.* All cash collected, together with the DD Form 1544 sheets, will be turned in at least quarterly for IDT. To reduce administrative work, a unit collecting less than \$50 per quarter may be authorized to turn in cash and DD Form 1544 sheets every 6 months.

(2) *Annual training.* All cash collected will be turned in before the clearing of the AT site. When this is impractical, turn-in will be effected not later than 5 workdays following the return to home station.

c. For the USAR, cash and DD Form 1544 will be turned in as prescribed above and as modified below. When a unit requisitions and receives the DD Form 1544 from a higher headquarters the sheets will be returned to that office to complete the accountability audit trail.

(1) *Inactive duty training.* All cash collected, together with the DD Form 1544 sheets, will be turned in at least quarterly for IDT. To reduce administrative work, a unit collecting less than \$50 per quarter may be authorized to turn in cash and DD Form 1544 sheets every 6 months, but not later than 5 workdays after the close of the fiscal year regardless of the amount on hand.

(2) *Annual training.* All cash collected will be turned in before the clearing of the AT site. When this is impractical, turn-in will be effected not later than 5 workdays following the return to home station.

d. Alternate turn-in procedures are as follows:

(1) When the receiving office is distantly located from the appropriate financial institution or consolidating headquarters and the amount collected is \$200 or less, the funds collected may be held until the end of the calendar month, but in no case will collections be held beyond the end of the calendar month. When a unit is unable to physically make turn-ins directly to the appropriate financial institution or consolidating headquarters because of the time and distance involved, one of the following methods will be used:

(a) Cashier's check.

(b) Postal money order.

(2) Turn-in procedures must be coordinated with and approved by the supporting FPM.

(3) When cash collections are required to be mailed, monies collected will be converted to a cashier's check or a money order payable to the appropriate financial institution or consolidating headquarters. The fee for the cashier's check or money order will be deducted from the money turned in on DD Form 1131 (Cash Collection voucher).

(a) To document the payment for the cashier's check or money order, the unit will attach the receipt for the purchase of the money order or cashier's check to the original DD Form 1131.

(b) The amount of the money order or cashier's check, plus the fee supported by the receipt, must total the full amount collected. The amount reflected in the total block of the DD Form 1131 is the total amount collected less the costs of the money order or cashier's check.

(4) When an Army financial institution is not available, monies will be turned in to the nearest Government organization that will accept a cash turn-in. Turn-in documents will be as directed by the organization accepting the cash turn-in.

3-30. Audit of DD Form 1544 and cash

a. Except for contract operated dining facilities, the next higher headquarters will appoint, in writing, an individual (E-5 or above) to conduct the audit, someone other than the food advisor or a member of his or her staff.

b. A letter report of findings will be prepared and submitted to the appointing headquarters for appropriate action. A copy of the report will be retained in the dining facility. When appropriate a copy of the letter report will be provided to the appropriate consolidated headquarters cash meal payment book control officer for action as required.

c. As a minimum the letter report will contain the following information:

(1) The name/rank of the DD Form 1544 control officer.

(2) The serial number of DD Form 1544 on hand.

(3) The sheet number(s) that have been turned-in (bank deposit slips) and the number verified by DFAS for each book on hand.

(4) The sheet number(s) of unused cash sheets remaining with each of the DD Form 1544 books on hand.

- (5) The sheet numbers that have been issued to the dining facility.
- (6) The sheet number actually in use in the dining facility.
- (7) The sheet numbers that are awaiting turn-in by the individual responsible for maintaining the book.
- (8) The dollar value of funds recorded on the cash sheets in use at the dining facility.
- (9) The dollar value of funds on hand at the dining facility.
- (10) The dollar value of any cash over or short.

d. When a cash overage or shortage occurs in the dining facility, the amount of overage or shortage will be reflected on the DD Form 1544 (see fig 3-11). The rationale that caused the cash overage or shortage will be fully explained on the reverse side of the DD Form 1544. Any cash shortage that appears to be the result of misappropriation will be reviewed or investigated as determined by the *operational* commander of the dining facility. The amount short or over will be deducted or added to the food cost portion of funds collected recorded on the DD Form 1131. The dollar value entered in the "Total" block of the DD Form 1131 is the dollar amount that is actually being turned in to the financial institution.

3-31. Installation control officer

The installation control officer will maintain accountability for the DD Form 1544 book by a register (book or memorandum). The register will be maintained as follows: (a) The register will contain the DD Form 1544 book serial number, cash collection sheet numbers in the book, the date of receipt from the publication officer, date of issue to a consolidated headquarters or unit, and date of return of the completed book. (b) Register will be maintained on a fiscal year basis and disposed of in accordance with the Modern Army Recording System (MARKS). The register reflects current fiscal year information only (books on hand to be used and data for books issued). (c) A MARKS file folder record will be maintained in serial number sequence for each accountable book. The folder will contain all pertinent information (receipts, copies of verifications, investigation results, reports of survey, and so on).

3-32. Issue of DD Form 1544 (book)

a. The installation control officer will issue the complete DD Form 1544 book as follows:

- (1) To a consolidated headquarters.
- (2) Directly to units located on or supported by the installation. The responsible commander will designate the FSO and alternate on DA Form 1687 to receive and sign for DD Form 1544 books from the control officer. Assigned dining facility personnel (military, Army civilian, and contractor employees, except project managers) will not be designated to receive and sign for entire DD Form 1544 books.
- (3) To units or organizations on temporary duty (TDY) to the installation that operates a dining facility. When the issue of a complete book is not considered feasible because of the small number of cash meals served by the unit, the control officer may issue individual sheets directly to the unit per the procedures contained in this pamphlet.
- (4) Under no circumstances will any level of food advisors be authorized to receive DD Form 1544 books or turn in cash.

b. The DD Form 1544 books will be issued, upon written request, using the transfer control form that is included with the book. The control officer will complete sections I and II of the DD Form 1544-Transfer Control and the Transfer Control and Receipt No. 1 in the following manner:

(1) *Section I of Cash Meal Payment Sheet Transfer Control.* Print the name of the control officer, title, the organization to which assigned, and the name and location of the installation. The control officer will then sign and date the Transfer Control Receipt No. 1.

(2) *Section II of Cash Meal Payment Sheet Transfer Control.* Print the unit and installation designation in the "TO:" block and the name of the person making the issue in the "FROM:" block.

(3) *Transfer Control and Receipt No. 1.* Print the name and location of the activity receiving the book on the designated line. The receiving unit may not always be the one located in the same installation as the control officer. The control officer will then cross out "Issued" or "Turned In By," as appropriate, and sign the form. The person receiving the book will then sign in the next block and date the final block. Receipt No. 1 will then be removed from the book and retained by the control officer until the book is returned. If the book is required to be transferred to another person, the next receipt will be completed in the same manner as described above. The person designated at unit level to receive the DD Form 1544 book or sheets is the accountable officer and has direct responsibility for the DD Form 1544.

(4) *Transmittal of records.* Certified mail will be used for the transmittal of either complete DD Form 1544 books or individual sheets, when the issue is accomplished by mail. Control Officers will issue DD Forms 1544 (book or sheets) by means of DA Form 410 (Receipt for Accountable Form) when issuing sheets by mail. Upon receipt, the acknowledgement portion of DA Form 410 will be completed by the unit and the original signed copy returned to the control officer.

3-33. Consolidating headquarters

When the DD Form 1544 is required to be re-issued by a consolidated headquarters, the commander of the consolidated headquarters will appoint a primary control officer. This officer will be responsible for obtaining the DD Form 1544 from the installation control officer and maintaining accountability of the books or sheets by using register record as specified above for the installation control officer. The DD Form 1544 will then be issued to the dining facility FSO as full books or on a sheet basis as follows:

a. When issued as a book, the transfer control and receipt No. 2 will be used. The primary control officer will enter the unit or organization to which the book is issued, the location, and date. The authorized representative will sign the receipt. The consolidating headquarters will retain the receipt on file after posting data to the register.

b. When issued by the sheet, the DD Form 1544 register (part B) will be completed in accordance with figure 3-12.

c. The primary control officer for DD Form 1544 sheets or books at the consolidating headquarters will take the following actions each fiscal year:

(1) Unused sheets will be carried into the new fiscal year and posted to the new fiscal year register, listing the sheet numbers that were carried forward.

(2) That portion of the book that has been used with all turn-in vouchers will be validated in accordance with the provisions above.

d. Upon turn-in of the DD Form 1544 book, the primary control officer will complete and sign the next unused transfer control and receipt numbers 2, 3 or 4 and return the receipt to the officer turning in the book. Completed books will be forwarded to the installation control officer for disposition.

CASH MEAL PAYMENT SHEET REGISTER						SERIAL NO. 00000	
ORGANIZATION			INSTALLATION				
Co. A, 236 TH BN, QM BDE			Fort Lee, VA 23801				
	ISSUED TO		DATE ISSUED	DATE RE- TURNED	CASH AMOUNT COLLECTED	REC'D BY	VOUCHER NO.
	SIGNATURE	ORGANIZATION					
1	SFC D. F. BOONE	CO A 236 TH BN	22 JUN	23 JUN	\$ 16.05	DJS	1634
2	SFC D. F. BOONE	CO A 236 TH BN	23 JUN	24 JUN	\$ 8.95	DJS	1634
3	SFC D. F. BOONE	CO A 236 TH BN	24 JUN				
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

(Page B of DD Form 1544)

Figure 3-12. Sample Page B of DD Form 1544 (Cash Meal Payment Sheet Register)

Serial No. This number should be stamped on the form when received. It should correspond with the number of the Cash Meal Payment Book.

Organization Enter the official designation of the unit operating the dining facility, which will be collecting and turning in the cash for meals sold.

Installation Enter the name of the installation on which the dining facility is being operated.

Signature The individual receiving one or more sheets from the book will sign their payroll signature on the line containing the number of the sheet(s) being issued.

Organization This is the unit to which the individual signing for the sheet(s) is assigned or attached.

Date issued This is the date that sheet(s) are being issued.

Date Returned This is the date that the sheet and all monies are returned to the holder of the book. The sheets should be returned only when they are full or at the end of each accounting month even if it contains only one signature.

Cash Amount Collected This is the dollar value of all entries made on the sheet. It includes both the discount and standard meal rates.

Received By This individual who actually receives the sheets and cash will initial in this column thus certifying receipt.

Voucher No. Whenever the cash is turned into the finance office or consolidating headquarters the turn-in document will be vouchered. This number is then recorded to facilitate locating the correct turn-in documents during audits.

Note: If significant delays in processing by DFAS are incurred, the unit may substitute the number assigned from the bank deposit ticket for the DFAS assigned voucher number.

Figure 3–12. Sample Page B of DD Form 1544 (Cash Meal Payment Sheet Register)—Continued

3–34. Turn-in procedures DD Form 1544 (book)

a. Units will turn in the DD Form 1544 book when all the sheets in the book have been used, and funds have been turned in to the DFAS. The book and one copy of all deposit DD Forms 1131 will be turned in to the installation control officer within 5 workdays. The control officer will—

(1) Verify that all sheets are accounted for, DD Form 1131 is attached, and section III of the book has been completed.

(2) Complete the next transfer control and receipt in the manner prescribed and give it to the officer making the

turn-in. The register will be posted with the date that the book is returned. The book will then be filed subject to audit and retained and disposed in accordance with the provisions of MARKS.

b. Whenever there is a change of station for an organization operating an appropriated fund dining facility, all DD Form 1544 books (complete with all used and unused sheets) will be returned to the installation control officer or installation publications officer as appropriate. This officer will give a clearance prior to the unit's departure.

c. Whenever there is a change in control officers, DA Form 3161 (Request for Issue or Turn-In) will be prepared to transfer books from one officer to the next. The DA Form 3161 will reflect the serial numbers of all active and inactive books. The original DA Form 3161 will be kept by the relinquishing control officer with copies to the new control officer and organizational record(s).

3-35. Annual validations

a. Active Army units, at the end of the fiscal year, will revalidate all DD Form 1544 books issued during the year that have not been turned-in to the installation control officer.

b. Revalidation will be completed no later than 5 duty days after the end of the fiscal year.

c. The method to use to revalidate is as follows:

(1) The unit commander will designate an individual (officer, civilian, or senior NCO) to perform the revalidation.

(2) The designated individual will prepare a memorandum for the commander's signature, indicating the book(s) serial number, date of issue, and the number of sheets turned in and the number of unused sheets (these sheets will be carried forward to the next fiscal year) for each DD Form 1544 on-hand with the FSO or primary control officer.

(3) If any sheets are missing, a copy of the AR 15-6 investigation will also be provided.

(4) The memorandum will be provided to the installation control officer who will maintain the revalidation memorandum on file until the books are turned in.

(5) At the end of the fiscal year DD Form 1544 sheets that have not been used will be revalidated for use during the new fiscal year.

d. A copy of the memorandum will be provided to the unit and maintained on file with the DD Form 1544 book, which will verify that the DD Form 1544 books were revalidated.

e. RC revalidation is essential to maintaining an audit trail on each accountable DD Form 1544 book. State ARNG and RSC/DRC food advisors or food service technicians are to closely monitor the deactivation or reorganization of RC units and ensure that all books issued by Active Army or RC control officers are accounted for officially. Procedures for ARNG and USAR revalidation are as follows:

(1) Annual revalidation may be accomplished by return of the complete book to the appropriate control officer or written verification (signed by the unit commander) submitted to the appropriate control officer.

(a) The designated individual performing the revalidation will provide the appropriate control officer a memorandum indicating the book serial number, date of issue, and the number of unused sheets on hand and the number of sheets accounted (through turn-in) as indicated on the DD Form 1131.

(b) If any sheets are missing, a copy of the AR 15-6 investigation will also be provided.

(c) The control officer will maintain the revalidation statements on file until the books are turned in.

(d) The unit audit or review report will reflect that the DD Form 1544 books were revalidated.

(e) A copy of the statement will be provided to the unit and maintained on file with the DD Form 1544 book.

(2) Annually, any book that has been outstanding for 3 years will be turned in to the installation control officer regardless of the number of unused sheets remaining in the book. When a unit can not use an entire book in 3 years or less, the directorate of logistics (DOL) or RSC/DRC should explore the feasibility of issuing books to battalion or brigade level for subsequent issue of only sheets to the unit. This will ensure maximum use of all DD Form 1544 sheets.

3-36. Food service officer

a. Whenever there is a change in FSO, the unit commander will authorize a new FSO on a DA Form 1687 for the request, receipt, and control of the DD Form 1544. At the same time, the officer transferring from the unit will prepare a DA Form 3161 in four copies and include the serial number of DD Forms 1544 on hand (used and unused). This procedure transfers responsibility for the forms to the new FSO. A copy of the DA Form 3161 will be forwarded to the appropriate control officer. One copy will be retained in the DD Form 1544 book, one copy furnished to the outgoing officer, and one copy retained by the incoming officer.

b. The commander having operational control over the dining facility may appoint a responsible individual to assist the FSO, receive cash meal payment sheets, prepare turn-in documents for the cash collected from the sale of meals, and perform other administrative duties associated with cash.

c. Individual DD Form 1544 sheets will be issued in sheet number sequence to the FOS or a designated representative. The DD Form 1544 will be signed by the unit commander, FSO, or designated individual prior to issue to the FOS (this requirement must be completed prior to issuing complete books to the FOS). Issues will be recorded on the

DD Form 1544 register that is included with the DD Form 1544 book. Requirements and procedures for completing this process are included on the cover of the cash meal payment book and figure 3–12 of this pamphlet.

d. Turn-in of the completed DD Forms 1544 book to the appropriate control officer will be accomplished by the FOS to whom the book was issued or transferred to utilizing the transfer control and receipt numbers 2 and 3, as appropriate. When turn-in of the book has been completed, the retained transfer control and receipt will be filed and disposed of in accordance with MARKS.

e. At the end of the accounting period, DD Form 1544 sheets with unused lines, are to be turned in. They will be lined out from the top-left corner to the bottom-right corner, marked “Not Used,” and signed by the unit commander, FSO, alternate designated individual as appropriate.

3–37. Alternate cash book control

a. The commander responsible for the operational control of an Active Army dining facility may authorize the FSO to issue complete books (DD Form 1544) to the FOS. This authorization will include the authority to deposit funds directly to a financial institution. Authorization will be accomplished using the DA Form 1687. Issue procedures to the FOS will be as outlined above, using the next transfer control receipt located in the front of the book. In no way does this option negate the FSO responsibility of requesting, receiving, and turning in the DD Form 1544 book to the installation or primary control officer.

b. The FOS will be issued one book at a time. When the book does not contain sufficient sheets to accommodate weekend or extended weekend requirements, an additional book may be issued to the FOS. A cash turn-in will be accomplished the next duty day following the weekend thus closing out the old book. The closed out book, with copies of all turn-ins, will be returned to the FSO within 2 duty days.

c. When a complete book is issued to the FOS, the FOS will issue individual sheets in numeric sequence to the headcounter, and record the issue of individual sheets on DA Form 3546 (see figs 3–11 and 3–12).

d. Whenever there is a change in the FOS who has been authorized to retain a complete DD Form 1544 book, the unit commander must authorize the new FOS, on DA Form 1687, to retain a complete DD Form 1544 book. If authorized, on the last duty day the outgoing FOS will close out all cash sheets in use, turn in all monies collected, and turn in the unused portion of the DD Form 1544 book to the responsible FSO. The FSO may then reissue this book to the incoming FOS.

3–38. Cash collection voucher

a. The DD Form 1131 will be prepared as depicted in figure 3–13. The money collected by Active Army units in connection with meals served in an appropriated fund dining facility will be accounted for in the following manner:

(1) Cash collected in appropriated fund dining facilities as the food cost portion of meal sales will be reflected on the DD Form 1131 as a deposit to the subsistence reimbursement account under the MPA appropriation fund. Account citations for each appropriation are found in DFAS-IN 37–1.

(2) Operating cost collected as a result of meal sales will be reflected on the DD Form 1131 for deposit as 100 percent to Operation and Maintenance, Army (OMA) (installation) fund.

(a) At Active Army installations where dining facilities are included in operations under the Defense Business Operations Fund, cash collected as operating cost will be reflected as a deposit of 100 percent to the credit of the defense business operations fund.

(b) At Active Army installations where dining facilities are contractor operated (full food service (FFS), management and food production (M&FP)) cash collected as operating cost will be reflected as a deposit of 100 percent credit to the OMA fund.

b. The total amount of cash collected for meals provided in RC dining facilities for food cost will be deposited to the applicable subsistence reimbursement account, National Guard Personnel, Army (NGPA) appropriation and Reserve Personnel, Army (RPA). Operating costs funds will be deposited to the Operation and Maintenance, Army Reserve (OMAR) for USAR and Operation and Maintenance, Army National Guard (OMARNG) for ARNG units, as appropriate.

c. The total amount of money collected by ARNG or USAR units from the sale of prepared (catered) meals will be deposited to NGPA or RPA appropriation, as appropriate.

d. When an Active Army, full time ARNG, or USAR appropriated fund dining facility is operated by a contractor, 100 percent of the operating cost will be credited to the OMA, OMARNG, or OMAR, as appropriate.

e. Collections from foreign national dining facility employee personnel overseas will be in accordance with the unified command guidance or treaty or agreement between the United States and the host country. These funds will be posted to the subsistence portion of MPA as full payment for meals served the local nationals. One copy will be forwarded to the FPM at the end of each pay period; the final copy will be retained by the FOS and filed in the dining facility records.

f. Active Army and RC units located at other Service installations (USAF, USN, and USMC) will complete DD Form 1131, as outlined above. The appropriate classification numbers on the form will be obtained from the servicing

resource management office (RMO) activity, as outlined in the ISSA with the other Service installations. The cash turn-in will be scheduled as outlined above.

g. On the DD Form 1131, record the serial number of the DD Form 1544 book and the sheet number of all sheets being turned in. Sufficient copies will be prepared to meet the needs of RMO and two copies for the officer depositing the funds. If DD Form 1544 sheets are from two different books, a separate set of DD Forms 1131 will be prepared for the sheets from each book. Applicable DD Form 1544 sheets will be attached to the last copy of DD Form 1131 and turned in to the retainable instructional materiel (RIM) section for forwarding to DFAS.

h. If the dollar amount listed on the DD Form 1131 and the dollar amount deposited match, DFAS will then enter or provide a collection voucher number and sign or validate with the proper cash control equipment on the DD Form 1131. Two copies of the verified DD Form 1131 and all DD Form 1544 sheets will then be returned to the unit. One copy of the DD Form 1131 will be filed in the dining facility. The other DD Form 1131 and DD Form 1544 sheets will be securely attached to the back cover of the DD Form 1544 book by use of a metal fastener. The unit will enter on the DD Form 1544 register (side B) in the column identified as "Voucher No" the number assigned by the DFAS to the DD Form 1131.

i. Consolidating headquarters procedures follow:

(1) Units drawing the DD Form 1544 book or individual DD Form 1544 sheets from a consolidating headquarters will make cash turn-ins (DD Form 1131 and DD Form 1544) to the consolidating headquarters.

(2) The consolidating headquarters will verify the accuracy of the forms in the same manner as specified for the DFAS above. The DD Form 1544 sheets will be stamped "verified," and the DD Forms 1131 will be assigned a consolidating headquarters voucher number in the block titled "Receiving Office Collection Voucher No." The consolidating headquarters officer will retain two copies of the unit's DD Form 1131. One copy of the DD Form 1131 and all DD Forms 1544 will then be returned to the unit and filed in the book if the unit maintains the DD Form 1544 book. If the unit does not maintain the book, the verified 1544 sheets will remain with the unit that maintains the book. The holder of the book will enter on the unit's DD Form 1544 register (page B) in the column identified as "Voucher No," the number assigned by the consolidating headquarters to the "Receiving Office" block of the DD Form 1131. The other DD Form 1131 will be filed by the consolidating headquarters.

(3) The consolidating headquarters will prepare a DD Form 1131 reflecting the turn-in by all units. The DD Form 1131 will include the consolidated turn-in of all units in the format prescribed in figure 3-13. Two copies of each unit's DD Form 1131 turn-in will be attached to the DD Form 1131 of the consolidating headquarters. The consolidating headquarters will forward the DD Forms 1131 and the corresponding deposit tickets to the servicing DFAS.

(4) The DFAS will verify the accuracy of the amounts listed on the consolidated DD Form 1131 against the sheet totals of the attached unit DD Forms 1131 and deposit tickets. If all figures are correct, the DFAS will assign a voucher number and sign or validate with the proper cash control equipment the consolidated DD Form 1131. All copies of the unit DD Form 1131 will show some type of "verification" by the DFAS. One copy of the consolidated DD Form 1131 and one copy of the attached unit DD Form 1131 will be returned to the consolidating headquarter making the turn-in. The consolidating headquarters will complete the DD Form 1544 register voucher number per the instructions above.

(5) For RC purposes the consolidating headquarters may be required to forward the above, to the headquarters for ARNG or USAR for further consolidation and forwarding to a servicing DFAS. The returned and verified DA Form 1131 will be retained per the procedures in AR 25-400 and will document the disposition of all funds.

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO.			
		RECEIVING OFFICE COLLECTION VOUCHER NO.			
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) Company A, 236th BN, QM Brigade, Fort Lee, VA 23801-5000				
	RECEIVED AND FORWARDED BY (Printed name, title and signature) Jeffery R. Proffitt CPT, QM BDE Food Service Officer			DATE 05 Feb 02	
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code)				
	DISBURSING OFFICER (Printed name, title and signature)		DISBURSING STATION SYMBOL NO.	DATE RECEIVED SUBJECT TO COLLECTION	
PERIOD: FROM 30 Jan 02 TO 31 Jan 02					
DATE REC'D 2002	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
06 Feb	GARRISON	FOOD COST	\$71.00	(Cite the complete accounting classification to be credited)	
		OVERAGE / SHORTAGE	(\$0.05)		
	OPERATION & MAINTENANCE, ARMY	INSTALLATION ALLOTMENT	\$14.95	(Cite the complete accounting classification to be credited)	
		FIELD OPERATIONS	FOOD COST		
	OPERATION & MAINTENANCE, ARMY	FIELD OVERAGE / SHORTAGE	\$0.00	(Cite the complete accounting classification to be credited)	
		INSTALLATION ALLOTMENT	\$0.25		
BOOK NO: 1234567 TURN-IN INCLUDES SHEET NUMBER(S): 1					
TOTAL			\$87.50		

DD FORM 1131, APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.

USAPPC V3.10

Figure 3-13. Sample DD Form 1131 (Cash Collection Voucher) and instructions

Disbursing Office Collection Voucher No.

The Defense Finance and Accounting Service (DFAS) assigns the voucher number.

Receiving Office Collection Voucher No.

When a consolidating headquarters is used, a voucher number will be assigned by the consolidating headquarters and will be consecutively numbered starting with the number (1) on the first day of the fiscal year. The sequencing will be maintained throughout that fiscal year.

Receiving Office

- a. Activity. The receiving office activity is the unit turning in the cash.
- b. Received and forwarded by. This block will contain the officer title and signature of the officer transmitting the data and /or funds to the DFAS.

Date

Enter the date that the funds are being turned in.

Disbursing Office

- a. Activity. Leave blank.
- b. Disbursing officer. Leave blank.

Disbursing Station Symbol No.

Reserved for DFAS use.

Date Received Subject to Collection

Reserved for DFAS use.

Period

This block will contain the "From" date and "To" date of the period that the cash was collected.

Date Received

Directly under the "Date Rec'd" enter the year of the transaction. In the column below write the day and month of the transaction.

Name of Remitter Description of Remitter

First, enter the book and sheet number(s) to be turned in using this voucher. Next enter "Garrison" and/or "Field Operations" as applicable.

Detailed Description of Purpose for Which Collections were Received

Enter "Food Costs" and "Installation Allotment" for the appropriate category(s) (Garrison or Field Operation). When appropriate, enter "Overage" or "Shortage" (See note #4).

Figure 3-13. Sample DD Form 1131 (Cash Collection Voucher) and instructions—Continued

Amount

Complete the following steps for "Garrison", and when appropriate, "Field". See notes for detailed instructions to calculate the dollar values to be entered on this turn-in document.

- a. Enter the cash being turned in under "Food Costs".
- b. Enter the cash being turned in under "Installation Allotment."
- c. If applicable, enter the amount of cash listed as "Overage" or "Shortage".

Accounting Classification

Cite the complete accounting classification to be credited for the food cost and installation allotment. See note 9.

Total

Enter the actual total of all cash being turned in.

Notes:

1. This example shows the method used to identify cash collected on the DD Form 1544 and entered on the DD Form 1131 as either food cost or installation allotment (operating cost) for both garrison and field operations. This example of a completed 1131 is based on the DD Form 1544 shown at figure 3-11.
2. On a separate sheet of paper the FOS will copy the format (lines 1 thru 9) outlined below.
3. The FOS will separate the total cash collected on each DD Form 1544 on a cash collection voucher DD Form 1131. The dollar values to be entered for each accounting classification (food cost and installation allotment) are found by computing the data for lines 1 thru 9 below.

<u>1.</u> The total breakfast cash collected and the number sold. (8 meals)	= \$12.80
<u>2.</u> The total dollar value of the discount meal rate.	= \$10.80
<u>3.</u> The total dollar value of operating expense collected.	= \$ 2.00
<u>4.</u> The total lunch cash collected and the number sold. (9 meals)	= \$29.25
<u>5.</u> The total dollar value of the discount meal rate.	= \$24.30
<u>6.</u> The total dollar value of operating expense collected.	= \$ 4.95
<u>7.</u> The total dinner cash collected and the number sold. (14 meals)	= \$45.50
<u>8.</u> The total dollar value of the discount meal rate.	= \$37.80
<u>9.</u> The total dollar value of operating expense collected.	= \$ 7.70

a. Lines 1, 4 and 7. Are completed by using the dollar values entered in the right hand side "Total" columns of the DD Form 1544 for breakfast, lunch and dinner (or brunch and supper if appropriate). In the meal bracket, count and enter the number of

Figure 3-13. Sample DD Form 1131 (Cash Collection Voucher) and instructions—Continued

individual meals sold for breakfast, lunch and dinner (or brunch and supper if appropriate).

b. Lines 2, 5 and 8. Are completed by multiplying the number of individual meals sold times the discount meal rate.

c. Lines 3, 6 and 9. Are completed by subtracting the total dollar value of the discounted meal rate (lines 2, 5 and 8) from the total dollar value of cash collected for each meal on the DD Form 1544 (lines 1, 4 and 7).

d. The total dollar value of lines 2, 5 and 8 will be entered on the DD Form 1131 as "Garrison" food cost collected. See notes 4 and 5.

e. The total dollar value of lines 3, 6 and 9 will be entered on the DD Form 1131 as "Garrison" operating cost collected. See note 5.

4. The FOS must document on the DD Form 1131 any overages or shortages as documented on the DD Form 1544 (\$.05 shortage in this example). All overages will be added to the "Garrison" food cost collected; all shortages will be subtracted from the "Garrison" food cost collected.

5. The FOS must adjust the DD Form 1131 for any collections that are to be entered in the field operation category of the DD Form 1131 (See example, line 16, one MRE sold at breakfast). This is accomplished by subtracting from the "Garrison" food cost and installation allotment (operating cost) the dollar value to be entered in the "Field Operation" food cost and installation allotment (operating cost) (\$1.35 food cost and \$.25 installation allotment).

6. The total dollar value entered on the DD Form 1131 for Garrison and Field Operations food cost and installation allotment (operating cost) plus overages or minus shortages will equal the total dollar value of monies collected on the DD Form 1544 and entered on the "Cash Turned-in" line

<u>Garrison</u>	Food Cost	71.55	$(\$10.80+24.30+37.80=72.90-1.35=\$71.55)$
	Shortage	(.05)	
		71.50	

Installation Allotment (OMA)	14.40	$(\$2.00+4.95+7.70=14.65-.25=\$14.40)$
---------------------------------	-------	--

Field Operations

Food Cost	1.35
Installation Allotment (OMA)	.25
Total	87.50

Figure 3-13. Sample DD Form 1131 (Cash Collection Voucher) and instructions—Continued

7. When preparing the DD Form 1131, the Field Operation section documents operational rations sold for cash. This section will contain meals sold for cash that the dining facility will not earn headcount credit for. All other meals sold for cash are entered under Garrison section.

8. Cash overages or shortages are documented on the DD Form 1544 and will be entered on the DD Form 1131. The overage or shortage will be entered in the appropriate category for either garrison or field operations. The overage will be added to food costs, the shortage will be subtracted from food costs.

9. This information can be obtained from the resource management personnel.

Figure 3–13. Sample DD Form 1131 (Cash Collection Voucher) and instructions—Continued

3–39. Cash register procedures

a. Cash registers may be used in lieu of DD Form 1544 when approved by the installation commander. Additionally, in an a la carte operation cash registers will also replace the DA Form 3032.

(1) A cash register SOP will be developed based on the manufacturer operator's manual, and as a minimum the following areas will be covered—

- (a) Cashier/headcount duties.
- (b) Change fund instructions.
- (c) Cash register accounting and reporting procedures.
- (d) Designated individuals to management procedures/functions.

(2) The cash register clearing procedures included in the SOP will include at least the following procedures:

- (a) Meal and daily clearing procedures (24-hour period).
- (b) Security of the function keys and total keys.

b. Cash collected will be turned in according to the procedures outlined above. The DD Form 1131 will be prepared and submitted per figure 3–14. The cash register transaction summary tape(s) will replace the DD Form 1544 and support the dollar value of cash collected during the meal period. These tapes will be attached to the DD Form 1131 with the deposit ticket from the bank and forwarded for DFAS verification.

MONTHLY EARNINGS AND EXPENDITURES RECORD					
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					
1. UNIT CO A, 236th BN, QM BDE, FT LEE, VA			2. ACCOUNT PERIOD NOV 02		3. BDFA \$6.52
4. BDFA BREAKOUT					
a. BREAKFAST \$1.30	b. LUNCH \$2.61	c. DINNER \$2.61	d. BRUNCH \$2.93	e. SUPPER \$3.59	f. HOLIDAY \$4.24
5. DINING FACILITY TRANSACTIONS					
a. DATE	b. ALLOWANCE TODAY	c. ALLOWANCE CUMULATIVE	d. TOTAL ISSUES	e. CUMULATIVE TOTAL	f. EARNINGS & EXPENDITURE STATUS TO DATE
20021101	\$ 427.50	\$ 427.50	\$ 600.21	\$ 600.21	\$ 172.71
20021102	325.65	753.15		600.21	-152.94
20021103	298.53	1,051.68		600.21	-451.47
20021104	555.45	1,607.13	874.00	1,474.21	-132.92
20021105	498.00	2,105.13		1,474.21	-630.92
20021106	344.70	2,449.83	1,019.04	2,493.25	43.42
20021107	365.90	2,815.73		2,493.25	-322.48
20021108	413.00	3,228.73	651.34	3,144.59	-84.14
20021111	427.50	3,656.23	665.93	3,810.52	154.29
20021112	386.55	4,042.78		3,810.52	-232.26
20021113	409.65	4,452.43	756.39	4,566.91	114.48
20021114	623.75	5,076.18		4,566.91	-509.27
20021115	483.45	5,559.63	858.06	5,424.97	-134.66
20021116	298.82	5,858.45		5,424.97	-433.48
20021117	367.56	6,226.01		5,424.97	-801.04
20021118	556.25	6,782.26	691.59	6,116.56	-665.70
20021119	467.00	7,249.26		6,116.56	-1,132.70
20021120	427.50	7,676.76	812.05	6,928.61	-748.15
20021121	523.78	8,200.54		6,928.61	-1,271.93
20021122	375.49	8,576.03	739.73	7,668.34	-907.69
20021125	510.44	9,086.47	1,009.64	8,677.98	-408.49
20021126	325.78	9,412.25		8,677.98	-734.27
20021127	418.46	9,830.71	734.25	9,412.23	-418.48
20021128	427.50	10,258.21		9,412.23	-845.98
20021129	565.78	10,823.99	587.77	10,000.00	-823.99
20021130	291.01	11,115.00		10,000.00	-1,115.00
6. TOTALS	\$ 11,115.00	\$	\$ 10,000.00	\$	\$

DA FORM 7454, JUL 2002

USAPA V1.00

Figure 3-14. Sample DA Form 7454 (Monthly Earnings and Expenditures Record) and instructions

1. **Unit** Enter the unit designation.

2. **Account Period** Enter the month and year of the accounting period.

3. **BDFA** Enter the dollar value of the BDFA for the current month.

4. **BDFA Breakout** Enter the BDFA meal conversion for each meal by multiplying the BDFA by the following percentages:

a. **Breakfast** - 20%

b. **Lunch** - 40%

c. **Dinner** - 40%

d. **Brunch** - 45%

e. **Supper** - 55%

f. **Holiday** - 65%

5. DFAC Transaction

a. **Date** Enter the date of transaction.

b. **Allowance Today** Multiply the headcount, separately for each meal served that day, by the BDFA (meal value) that corresponds with that meal. Then add the totals of each meal computation and enter the grand total in this column.

c. **Allowance Cumulative** Add the entry in column b to the previous entry in column c (on the line above). Enter the results in this column.

d. **Total Issues** Enter the total dollar amount of subsistence supplies (perishable and semi-perishable) received (issued to) in your facility on that date. Transfers will be included in this amount.

e. **Cumulative Total** Add entry in column d to previous entry in column e (on the line above). Enter the results in this column. If this is the first entry for the accounting period enter the figure from column b.

f. **Earning and Expenditure Status** The entry in this column is the difference between columns c and e. Subtract line c from line e and enter the number here.

(1) If the entry in column f is a positive number, the account is overspent (expenditures exceed earnings) up to that day of the accounting period.

(2) If the entry in column f is a negative number, place a minus sign (-) and enter the number. The minus sign indicates that the account is underspent (earnings exceed expenditures) up to that day of the accounting period.

(3) The entry in this column serves as a management indicator for the dollar value of the dining facility inventory. A plus (+) entry indicates inventory values are increasing, a minus (-) indicates inventory value is decreasing. Additionally, earnings and expenditures that are almost equal indicate neither a increasing or decreasing inventory.

6. **Totals** Enter the column totals.

NOTE: At the bottom of the form, identify and hand-enter the cost of all issues not charged to the dining facility account; for example, forced issued - iceberg lettuce, \$24.95.

Figure 3-14. Sample DA Form 7454 (Monthly Earnings and Expenditures Record) and instructions—Continued

3-40. Headcount summary

a. The DA Form 2970 (Headcount Report) will be used to summarize the data contained on the DD Form 1544, DA Form 3032, and when appropriate, DA Form 5913 (Strength and Feeder Report) when operating under ARCS. Additional instructions for completing DA Form 2970 are located in appendix E and figure E-1.

b. The garrison FOS or designated representative using the signature headcount system will—

(1) Extract from DA Form 3032 and DD Form 1544 the total number of personnel served in each category of diner.

(2) Enter the amount on the appropriate line and column on DA Form 2970 and sign the Form.

c. When units are training in the field (field operations) and are supported from a garrison dining facility, personnel supported will be documented using the signature headcount system or submitted to the dining facility on DA Form 5913. Guidance for use of DA Form 5913 is contained in chapter 4 of AR 30-22 and this pamphlet. The FOS will enter on the DA Form 2970, line 2 the headcount or feeding strength (DA Form 5913) for each A-ration meal provided. When operational rations are provided, the headcount or feeding strength (DA Form 5913) will be entered on the appropriate DA Form 5914 (Ration Control Sheet) and also in section E, DA Form 2970 for operational rations.

d. When it becomes necessary to make corrections to the original DA Form 2970, the original figures will be lined through (original entry must be readable), the correct figure inserted, and the initials of the individual making the change entered adjacent to each correction. The supporting documents causing the change will be attached to the DA Form 2970. The FOS or contractor will provide an explanation of why the correction had to be made in the "Remarks" block.

e. All headcount data (except deferred payment document) including memorandums requesting subsistence support will be affixed to DA Form 2970 prior to filing.

3-41. A la carte operations

a. General

(1) For the Army, the primary function of the a la carte option is to provide the SIK soldier with the ability to obtain his or her subsistence entitlement by an increase in available menu selections and extended operating hours.

(2) The goal of the a la carte option is to be self-sustaining, that is, beyond the initial start-up stage the collections from operating costs should be sufficient to offset all operational costs incurred to feed other than the SIK soldier.

(3) Selecting the a la carte option should not require installation subsistence funds being used to continue the operation at the expense of the traditional troop dining mission.

(4) The a la carte system is a customer-oriented system that requires an acute awareness of the desires of all diners. If the a la carte system is to be implemented and operated successfully, all members of the food service staff team must be responsive to soldier/customer desires.

(5) A secondary advantage to the a la carte system is to provide lower cost meals by using individual item pricing for purchases by senior enlisted soldiers, officers, and civilian guests.

(6) When implemented the a la carte system will provide the following advantages:

(a) Improved management controls.

(b) Increased operating cost collections.

(c) Increased customer focus.

(d) Increased menu offering.

(e) Increased customer usage of the dining facility.

(f) Decreased food waste.

b. Duties and appointments.

(1) The FPM and/or the FOS (or the appropriate contractor positions) in charge do not differ from those defined in AR 30-22 and other applicable publications.

(2) The responsible shift leader on duty or appropriate contractor position is responsible for all subsistence, supplies, preparation, and service of food items. He/she may also be the cash control supervisor (CCS) (see below) during his/her tour of duty.

(3) The CCS will be designated by the FOS. The individual will normally be a supervisor or senior NCO. The CCS will be responsible for issuing the change fund to the cashiers, clearing the electronic cash registers, accounting for cash after each meal, and performing end of day procedures. Specific duties of the CCS and procedures are explained in this section.

c. *Implementation.* The prerequisites for implementation of an a la carte option are—

(1) Renovation of the existing physical layout to include relocating cash register operations at the end of the serving line, instead of at the beginning, and erecting physical barriers between the dining room and serving line to direct patron flow through the cashier's location. Multiple cash register stations will be needed at larger facilities.

(2) A mechanism for recipe costing (AFMIS or another automated system).

(3) Initial purchase of the cash register system, including installation and training costs. General requirements and specifications for the electronic cash register system follow:

(a) The electronic cash register system specifications and possible configurations may be obtained from the ACES. Coordination with ACES is required prior to obtaining an a la carte cash register system. The cash register system should be connected to a dedicated electrical circuit that is on the emergency electrical power supply or to an uninterrupted power source (UPS) to ensure continual service or an organized shutdown. Ensure that adequate provisions are made for the maintenance of the system (that is, hardware/software maintenance).

(b) The system must—

1. Provide a receipt for each customer.
2. Have an electronic price display that is readable by the customer.
3. Record and summarize meal headcount data (cash and credit transactions by category).
4. Record and recapitulate menu item sales.
5. Record SIK customers and print exceptions report. Dining facilities will use the social security number to record SIK customers.
6. Have built-in memory that is preset with menu prices (at least 112 keys-24 for numeric functions and 88 to be used for menu items).
7. Compute operating cost charges or have the memory capability to store the operating rate menu item prices.
8. Provide the following reports:

- Revenue report.
- Item sales report.
- Special statistical report.
- Status of specific meal cards.

(c) As an option to the above system requirements, have electronic scales for weighing/pricing selected menu items.

d. *Menus.*

(1) Menus should be seasonal and may be either a cycle or restaurant type or a combination of both. The decision on the type of menu used should be based on soldier/customer needs. The a la carte system requires that sufficient variety be offered to provide an adequate choice for enlisted soldiers not on separate rations and for paying customers. The a la carte menu should remain within the nutritional guidelines established by AR 40–25.

(2) Main entrees should be a cross section of low and high priced items. At least one low priced entree should be available during the lunch and dinner meals, as well as one “fitness” entree, starch, and vegetable. Ensure that the low priced items on the menu are **not** continually high fat, high sodium items (that is fried foods, preserved meats, and so forth) and that selection of low cost items results in a well balanced diet. Customer preference and food cost must be given strong considerations.

(3) Established menus should be changed as conditions dictate (that is, use of leftovers, excess, and so forth). The production schedule will be annotated to reflect what was actually prepared, served, left over, or discarded. Item sales report data should be used to help determine the need to make menu item changes or adjustments.

e. *Progressive cooking and portion control.*

(1) *Progressive cooking.* Progressive cooking improves the quality of food and helps prevent excessive waste. Food must be merchandised and leftovers kept to a minimum. Progressive cooking will ensure that food items displayed at the end of the meal are of the same quality and appearance as at the beginning of the meal. Food production must be planned using historical data on customer preferences and flow patterns.

(2) *Portion control.* Selling prices are based on a set serving/portion size, which should be indicated on the production schedule. Each person serving on the cafeteria service line should be briefed on the proper portion size prior to the meal. The proper utensils (ladles, scoops, and so forth) must be used. Food items such as chops, fish fillets, and so forth are often received from the supply system in varying portion sizes. The portion size will have to be adjusted to meet the recipe source, or the recipe cost will have to be adjusted for the portion size used. Shift supervisors must strictly enforce compliance with established portion sizes to prevent hidden costs being added to recipes.

f. *Supplies and equipment.* In addition to supplies normally used, the following will be necessary:

(1) Menu board(s) with appropriate lettering. Illuminated menu boards work very well to display prices above the serving line. Neon highlighted boards are effective for posting daily features. Consideration must also be given to the best method to provide customer’s with pricing of individual items at the point of pick-up. Pricing for items such as beverages, salad bar, desserts and items displayed away from the main serving line should also be addressed when obtaining signage.

(2) Individual casserole dishes, dessert cups, or the appropriate single serving dishes.

(3) Adequate portioning utensils, such as ladles, ice cream scoops, and spoons.

(4) Signage to identify the item being served or selected. For example in the self-service areas, the signs should

identify the soups being served in the soup wells, the flavors in the soft-serve machine, and the flavors in the Kool-Aid machine (cherry, strawberry, or grape).

(5) Steam table pans. The majority of pans should be half-pans (2 ½ in., deep and none deeper than 4in.) to provide a better display of food items and encourage progressive cookery.

g. Menu item pricing.

(1) *Discount selling price.* The discount selling price is calculated by adding the recipe ingredient cost plus 20 percent for condiments. The condiment cost is compensation for subsistence items used in garnish and for any items that are not included in the recipe and used for the preparation of a menu item, such as cooking oils for the deep fat fryers, and so forth. The condiment factor will be calculated in all menu pricing that requires dining facility preparation. The condiment factor may be excluded when pricing items that require no preparation such as fresh fruit, an individual container of milk or juice, and so forth. All calculated discounted selling prices will **NOT** be rounded up or down. (For example, if the recipe ingredient cost of beef stew is \$.65, the 20 percent condiment factor equals \$.13. In this example \$.65 multiplied by .20 percent (.65 x 20%) = 0.13 or 13 cents. The cost and the condiment factor added together, \$.65 + \$.13 = \$.78, would be the discount selling price.)

(2) *Standard selling price.* To calculate the standard selling price, the discount selling price (recipe cost plus 20 percent condiment factor) is multiplied by the operating rate factor (issued in DA message each year). The discounted selling price multiplied by the operating rate factor equals the standard selling price. Standard selling prices will be rounded to the nearest nickel. If the standard selling price calculated is less than ten cents, round up to ten cents. For example, serving of iced tea costing 5.5 cents is rounded up to 10 cents. All standard selling prices will be rounded up or down using the 5 mill rule. (To arrive at the standard selling price, add the recipe ingredient cost to the condiment factor to yield a total [for example, \$.65 to the \$.13 = \$.78]. This total is then *multiplied* by the DA operating cost rate. For example, \$.78 x 1.33 = \$1.0374, adjusted by the 5 mill rule, equals \$1.05 as the standard selling price.)

(3) *Price averaging.* Averaging the selling price for similar food items (vegetables, desserts, soups, starches, beverages, and so forth) is authorized. Items that are significantly more expensive than the average price should be priced separately (for example, asparagus versus green beans). Price averaging is used to encourage the selection of a wider variety of foods and to speed meal service.

(4) Salad bar pricing.

(a) *Portion weight.* The cost per pound of each salad item or ingredient (including dressings) available to patrons on a salad bar is used to compute an average price per ounce. The selling price under this method is based on the size of the salad dish or bowl used by the patron. CAUTION: Be aware that customers can creatively “build” salads which could be much more expensive than originally computed for an average price. In such cases, care should be taken to ensure that actual self-serve portion sizes are used in the calculation.

(b) *Pricing by weight.* The portion is weighed on scales attached to the cash register. Based on an average price per ounce, the total price of the item is calculated by the cash register. This option yields the highest accuracy because the customer pays exactly for what he/she takes. Pricing by weight can also be used for other categories of menu items such as, soft serve ice cream/yogurt, deli sandwiches, and soup.

(5) *Specials.* To promote the sale of “fitness” entrees, the sale of low calorie or light meals at a standard price for a week is encouraged. For example, a special offered daily at lunch might include soup, an entree, salad (preplated), 2 percent milk, and fresh fruit. The type of soup, entree, and fruit should be changed daily. To calculate the standard selling price for specials for the week, the prices of the components of each special must be averaged. Ensure that total moneys collected for specials during the week are sufficient to recover the actual cost (including the 20 percent collected for condiments) of the food sold as “specials.”

(6) Reduced price sales/leftovers.

(a) The sale of an item below the standard selling price is authorized only to keep the loss of subsistence (caused by the discarding of leftovers or forced issues) to a minimum. Reduced selling prices are an exception and are generally a result of factors beyond the control of management, such as the failure of a large group to show for a prearranged meal. Prices should not be reduced too often or without careful forethought.

(b) The price of any leftover item may be reduced up to a maximum of 50 percent of the original (standard) selling price. The amount of the reduction is determined by the FOS/manager (or designated supervisor), based on the circumstances (the type, quality, quantity, and acceptability of the item) and the mix of SIK and cash patrons. When a price is reduced, posting of the menu price as a “special” will help to merchandise the item.

(c) Categories of reduced price items.

1. Leftovers. Food production controls and progressive cooking must be used to prevent excessive leftovers. Popular items such as roast beef, spaghetti, and desserts are not normally reduced in price because they are highly acceptable even as leftovers. The price of a leftover item may be reduced if, in the opinion of the FOS/manager (or the designated supervisor), the reduction is more cost effective. For example, limited sales at the regular selling price would result in discarding a significant quantity of the item. Dollar credit for the difference between the regular selling price and the reduced price is not authorized.

2. Reduced price offerings. Reduced price subsistence items are at times offered by the supplier. At his/her option

the FOS/manager may elect to purchase these items. The selling price of the menu items utilizing these reduced price subsistence items is based on the purchase price of these subsistence items.

h. Fixed price meals/set price meals. Under certain circumstances, a set price meal may be established using a total of the item prices (including operating cost, if appropriate) of the individual components of the meal. See the meal sales paragraph below for use of a set price meal.

i. Other food service support. The a la carte system, unlike the fixed price system, has the capability of computing the full reimbursement value of the food items (food cost plus operating cost) provided for official functions. While this capability makes other food service support possible, it is limited to those facilities that have the a la carte system and that can be accomplished without compromising soldier feeding.

(1) Other food service support is defined as the provision of food items for functions over and above the traditional meals provided for soldiers by the dining facility. Other food service support should not be considered an additional mission, but rather a value added enhancement that will produce revenue (operating cost collections) that will help offset the cost of the fixed resources required to provide feeding. Installations should be aware that their sources provided for the food service program are intended to support the SIK feeding mission. If the primary mission of SIK feeding changes, the provision of other food service support may need to be curtailed or eliminated if additional resources are not made available.

(2) An installation will develop local written procedures (see support policy in AR 30-22) to define functions to support and to prevent misuse (actual or perceived) of Government facilities, equipment, food, and personnel. This written procedure should address what support, besides meal sales and menu item sales, will be available to requesters. For example, is other food service support at the local dining facility limited to sales only, or is delivery, set-up, service, and/or clean-up available? When other food service support is authorized and defined by local procedures at an a la carte facility, full reimbursement (food cost plus operating cost) must be obtained and the accountability procedures described in this publication followed.

(a) Meal sales. These meals are provided for events such as company picnics, and organization day activities. Meals will be requested by memorandum to the FPM. If the request and menu are approved, the selling price will be determined using the a la carte selling prices or calculated manually. The final selling price will be the total of the individual selling prices. Selling prices will include operating costs, unless the customer is exempted from paying operating costs (see AR 30-22). Customers who are operating cost exempt will not be permitted to purchase food for customers who are not exempt from operating costs. The total dollar value of sales from meal sales will be entered into the automated system through the use of the manager's "back-of-house" procedures. Sales from individuals who are surcharge exempt will be entered into the system. However, funds processed from these sales must be entered in the system to prevent reduction of food cost earnings by surcharge collections.

(b) Menu item sales. Menu item sales are individual menu items such as coffee, cookies, pastries, and so forth that are provided in support of functions defined and approved in a locally developed procedure. Full reimbursement will be obtained for all menu item sales. A request for menu item sales will be made by memorandum to the FPM providing complete information. Prices charged will be determined using the a la carte pricing report and/or manual pricing methods. All menu item sales will include the operating costs regardless of whether some or all of the attendees are exempt from operating costs.

(3) Reimbursement procedures follow.

(a) Cash at the time of pick-up. The items sold will be entered into the a la carte cash register system and payment made in cash.

1. An individual purchasing a meal (s) will be entered under the appropriate category. One headcount will be received for each customer.

2. For menu item sales, the total cash amount will be entered into the cash register as a *single* purchase under the officer/civilian category. (Only one "headcount" is entered regardless of the number of people attending the event.)

3. A copy of the cash register receipt tape and the memorandum requesting the support will be filed with the cash register records.

(b) Meals purchased at the event. An entry for each customer will be entered into the a la carte cash register system. To account for meals purchased at an event, the entry into the cash register will be the total cash amount as a single purchase under the officer/civilian category. The register receipt reflecting entry into the system and the memorandum requesting the support will be attached to the cash records for filing

(c) Credit sales. When an installation's a la carte facility requires credit sales for meals and/or menu items, authority must be obtained from HQDA prior to implementation. Additional guidance on credit sales can be requested from the Director, ACES, ATTN: ATSM-CES-OC, Fort Lee, VA 23801-1601.

j. Headcount and cash collection procedures.

(1) *Headcount procedures.* Emergency headcount procedures should be developed that ensure cashiers are trained and available for traditional headcount operations should the need arise.

(2) *Persons authorized to subsist.* All personnel in the Army community (enlisted, officers, and DOD civilians) are authorized to eat in an a la carte dining facility. Local policy may restrict a category or categories of personnel authorized to subsist; however, careful consideration should be given to the impact on the earning potential (cash and

operating cost) of the a la carte facility prior to any restriction. All SIK customers must present a valid meal card (DD Form 714) or orders that are annotated indicating advance payment or DFAS action.

(3) *Cash register procedures.* Cashiers must be knowledgeable about cash register operations. Shift supervisors will ensure that the correct selling prices for menu items have been programmed into the registers prior to each meal. A cash control supervisor will be responsible for opening and clearing cash drawers. Cashiers are prohibited from clearing their cash registers or leaving their cash drawer (removed from the register) without cash control supervision.

(4) *Cash register failure.* If the cash register system becomes inoperative because of power failure or other cause, one of the following options will be implemented. The FPM will determine which option to use in the event of the cash register system being inoperative.

(a) Available options.

1. Use calculators with a paper tape to total the list of food selected by the cash customer. To accurately use this option, a computer printout of individual menu item prices will need to be provided for use by each cashier.

2. Return to the traditional fixed price system for the remainder of that meal or until the cash register system is operational and charge the fixed price meal rates as published in the annual DOD meal rate message.

(b) Either option requires the following procedures to be followed while the cash register system is inoperable. A sealed packet containing, DA Forms 3032 and DD Forms 1544 will be maintained in the dining facility safe. Instructions and procedures to be followed in the event of a cash register system failure will be attached to this packet.

1. Cash customers will be required to sign the DD Form 1544 and indicate the amount they paid. Customers who are not required to pay cash (soldiers not on separate rations) will sign the DA Form 3032 and enter their social security numbers (SSN) in the meal card number column. Issue, receipt, use, control and turn-in procedures for the DA Form 3032 and DD Form 1544 will be the same as those described in AR 30-22.

2. The DA Forms 3032 and DD Forms 1544 will be closed out at the end of each meal and returned to the FOS with the cash collected. The DA Forms 3032 will not be used for more than one meal period.

k. *Cash deposits and change fund.*

(1) The requirement for the turn-in of cash will be as prescribed in AR 30-22 and this pamphlet.

(2) The size of the dining facility change fund should be determined based on the anticipated number of cash customers to be served. Minimum requirements for a change fund to serve the needs of 150-200 cash customer daily would be approximately 300 to 400 dollars. It is the responsibility of the FOS/manager to replenish and maintain the change fund.

l. *Training.*

(1) All dining facility personnel must receive appropriate training on the a la carte system.

(2) Some areas where training should occur are—

(a) The a la carte concept.

(b) Progressive cookery.

(c) Portion control.

(d) Customer awareness.

(e) Food merchandising and garnishing.

(f) Accounting for subsistence and supplies (to include the policy on seconds).

(g) Food handling (in particular as related to extended meal hours).

(h) Menu pricing methods.

(i) Operation of the cash register system.

(j) Production planning and leftover control.

(k) Adherence to recipes.

(l) Dining facility maintenance.

(m) Takeout policy and the appropriate takeout containers.

(n) Cashier cash handling procedures and safe control procedures.

m. *Facility configuration.*

(1) Access to the serving line(s) and food items must be controlled, including the construction of physical barriers if needed.

(2) Ideally, there should be only one entrance to the serving line(s) and the cashier should, if possible, be able to observe this entrance. The cashier must be located at exit from the serving lines and prior to entering the dining room.

n. *Manpower considerations.* Implementation of the a la carte system normally will be done within the current manpower resources of the dining facility.

(1) Reorganization of current manpower resources may be needed to perform cashier and other functions. Additional man-hours are not required to operate the cashier function of the a la carte system, but cashier (headcount) staffing methods may need to change. Stability of cashiers is desirable because of the training required to operate the cash register. If permanent cashiers are hired, job descriptions could include general food service duties during slow and overlap periods. Part-time or intermittent cashiers could also be used.

(2) Scheduling for all employees should be reviewed and adjustments made as needed. Changes in workload of sections within the kitchen and longer meal hours may require modifying employee hours and break times.

(3) The FPM and FOS/manager should work closely with the servicing civilian personnel office (CPO) to ensure that all changes are in accordance with civilian personnel regulations, policies, and procedures. Ensure that the local union is notified and negotiations conducted as appropriate since changes associated with the a la carte system may be changes in working conditions both for food service employees and for those employed in other areas of the facility.

o. Supply considerations. Supply costs could potentially increase under the a la carte system due to a subsequent increase in customers served and if take-out service is implemented (cost of disposable wares).

3-42. Reserve Component Subsistence System

a. The Reserve Component Subsistence System (RCSS) is a system designed to reduce the administrative requirements from the previous IDTAS accounting system. It was developed for use by units providing food service support during IDT and AT (conducted at home station) training assemblies. RC units performing field training with the Active Army or drawing rations from an Army source will follow the Army Field Feeding System (AFFS) in chapter 4 of AR 30-22 and this pamphlet.

b. The significant elements of the RCSS consist of the following:

(1) *Forecasting requirements.*

(a) Submission of the strength and feeder data to the DOL/USPFO for ARNG units or RSC/DRC for the USAR units will be based on the published schedule from the appropriate organization.

(b) The data contained on the forecast will be the number of enlisted soldiers (by category of service) who are anticipated to attend the drill (either IDT or AT) and are authorized to eat without reimbursement (SIK). When authorized by the installation commander the data will also contain the number of anticipated meals to be sold for cash to both officer and AGR enlisted personnel. After signing the DA Form 5913, the commander will forward the document to the FOS for action.

(c) The total for both enlisted members authorized SIK and meals sold for cash represents the unit's official meal request for the drill date or AT.

(d) The anticipated feeding strength (SIK and cash) is entered on the DA Form 5913 for each day the unit is requesting meals.

(2) *Requisitioning of subsistence.* Procedures for requisitioning subsistence for either IDT or AT are as follows:

(a) The FOS will prepare a DA Form 3294 (or automated form) listing quantities of all items required. Quantities requested should be adjusted and incorporated in the on-hand inventory whenever possible. However, primary consideration must be given to menu variety and nutrition when the use of on-hand inventory is planned. The DA Form 3294 will be prepared in a minimum of two copies. The originator will retain copy number two.

(b) The completed DA Form 3294 will be forwarded to the supporting supply point or activity per established requesting or issue schedule.

(c) Preparation instructions and completed samples of DA Form 3294 are located in chapter 4 of this pamphlet.

(3) *Receiving of subsistence.* The FOS must ensure that all subsistence obtained from all sources of supply is inspected for condition and that the quantities listed on the DA Form 3294 (or vendor receipt documents) are verified before acceptance at the kitchen.

(4) *Disposition of subsistence.* The disposition of subsistence consists of the following two procedures:

(a) The first procedure is to document subsistence items disposition by completing a DA Form 3034 (Production Schedule). The DA Form 3034 will be completed as follows:

1. The completion of the DA Form 3034 will provide routine documentation of subsistence and provide guidance to cook personnel for the preparation of the meal.

2. The DA Form 3034 will be prepared for all A-ration meals and for all operational rations unitized group ration-A (UGR A, UGR headquarters and services (H&S) and individual rations) that are authorized supplements and enhancements.

3. All perishable subsistence received for a specific meal must be prepared and served. Perishable subsistence prepared must be documented as served, served as seconds, or discarded.

(b) The other procedure is the documentation of disposition of meals by completing the DA Form 5914, Ration Control Sheet. The DA Form 5914 will be completed as follows:

1. A separate DA Form 5914 will be maintained for each type ration used for IDT and AT as appropriate. For IDT, a ration mix could be A-rations and individual operations rations such as commercial box lunch, MRE, or TOTM, which would require two separate ration control sheets. For AT a possible ration mix would be A-rations, UGR A rations, UGR H&S, and individual operational rations. This would require four separate ration control sheets.

2. The DA Form 5914 will be maintained monthly for IDT and for the entire fiscal year FY. A separate set of records will be maintained for AT. A continuous ration control sheet may be used and will reflect all transactions during the AT period.

3. The DA Form 5914 will reflect both the number of anticipated diners to be fed (SIK and cash) as authorized by

the unit commander in the amount drawn column and the actual number fed (SIK and cash) in the number supported column.

4. The remarks column of a DA Form 5914 will be used to enter all relevant information clarifying any transactions or actions taken that are not clear in columns *b* through *h* or that will enhance management control and audit of subsistence.

(5) *Inventory*. All RC food service activities, based on professional food management practices, may maintain inventory of unprepared semiperishable subsistence during both IDT and AT.

(a) The IDT inventory will reflect only those subsistence items purchased to support an IDT drill. The inventory will be updated (new items to be included or items removed) monthly as required. The IDT inventory will be priced (last price paid) and extended on a quarterly basis.

(b) The IDT inventory will be maintained per the procedures reflected in this pamphlet.

(c) Subsistence items returned from AT will be maintained on a separate inventory record and will not be included in the IDT inventory, nor be price extended.

(6) *Account status*. There are no formal dining facility tolerances in either meals or dollars.

(7) *Signature headcount*. There is no requirement for a signature headcount system in the RCSS for IDT or AT.

(8) *Cash meals*. When authorized by the installation commander, RC units will sell meals to officers, AGR enlisted and civilian (if appropriate) personnel for cash.

(a) The cash meal reimbursement policies and rates identified and published in the DOD FMR 7000.19 and AR 30–22 will be used in all RC dining facilities having cash meal sales.

(b) The procedure for the DD Form 1544, both book and sheet, cash turn-in and unannounced cash counts as prescribed in this pamphlet will be followed.

(9) *Reports*. The FOS will prepare a complete final report on DA Form 5913. The DA Form 5913 will show all meals fed to include cash meals sold. Any difference between the total meals received, and number of persons supported, will be identified in the remarks column. This report will be submitted to the supporting activity after each IDT drill and AT period.

(10) *End of training IDT/AT*. The kitchen will take the following actions at the end of field training.

(a) Semiperishable ration components returned from AT will be transferred to home station, armories, or Reserve centers on DA Form 3294.

(b) The FOS will submit a final DA Form 5913 (include present for duty strength and any meals sold for cash) during convoy to home station, when rations are provided from field site for either or both IDT and AT to the supporting headquarters.

3–43. Basic daily food allowance

a. The BDFA is allocated into three categories to represent the dollar value of the daily meals provided, 20 percent for the breakfast meal, and 40 percent each for the lunch and dinner meals (that is, BDFA = \$6.50; $\$6.50 \times 20\% = \1.30 for breakfast; $\$6.50 \times 40\% = \2.60 for lunch and dinner).

b. The BDFA is allocated into two categories when the dining facility is authorized to serve brunch and supper meals on the weekend. The brunch meal is allocated 45 percent of the BDFA, and the supper meal is allocated 55 percent of the BDFA. The BDFA = \$6.50; $\$6.50 \times 45\% = \2.92 for brunch, $\$6.50 \times 55\% = \3.58 for supper. The Army Food Service Program menu standards identified in paragraph 3–59 of AR 30–22 must be followed when serving brunch and supper meals.

c. Total headcount served (cash, SIK, and garrison support for field (A-ration meal or in-house box lunch)) is multiplied by the appropriate dollar value of the BDFA and represents the dollar credits earned by the dining facility for that meal period. This dollar amount is posted to the earnings and expenditure record.

3–44. Monthly Earnings and Expenditure Record

a. The DA Form 7454 is used to identify all monetary transactions affecting the dining facility account during one accounting period. The form is a record of allowances earned and expenditures (dollar value of subsistence received). The DA Form 7454 is used to assist the FOS in ensuring that the headcount earnings and the subsistence expenses for that dining facility have been posted correctly. The preparation procedures for DA Form 7454 are outlined in figure 3–14.

b. The DA Form 7454 is maintained at the dining facility for all full time dining facility accounts operating under ARCS. All entries posted to the record may be in pencil except the initial posting, final figures, and verification by the TISA (manual system only). In addition the FOS will—

(1) Post to the DA Form 7454 whenever there is a transaction affecting the account. Post both headcount earnings and subsistence expenses to include transfers charges from another dining facility.

(2) At the bottom of the form, post a memorandum entry to record all issues that are not charged to the dining facility account, except operational rations.

c. When operating under a manual system the FOS or designated representative will reconcile the DA Form 7454 with the SSM. The purpose for the reconciliation is to verify the correct posting of allowances earned and subsistence

expenditures for the account. Reconciliation will be accomplished as published by SSM on the schedule of issues. After reconciliation, the TISA representative places the date and his or her initials in the right-hand margin alongside the reconciled figure on the DA Form 7454. The dining facility representative will, in turn, initial and date the TISA copy in the right-hand margin.

d. The FOS or designated representative of ARNG full time dining facilities operating at a State training site will reconcile the DA Form 7454 with the ARNG TISA. When subsistence is procured from Active Army, other DOD troop issue, or commercial sources, on DA Form 7454, the FOS or designated representative of ARNG full time dining facilities operating at a State training site will reconcile the DA Form 7454 with the ARNG TISA. When subsistence is procured from Active Army, other DOD troop issue or commercial sources, the DA Form 7454 will be reconciled with the USPFO subsistence clerk.

e. RC authorized to operate under ARCS during IDT will maintain the DA Form 7454 on a fiscal year basis. Preparation instructions will be per the procedures in figure 3-14 of this pamphlet.

3-45. Dining facility account status

a. The DA Form 7455 has two sections. Section A monthly income and expense, represents the official dining facility account status for one accounting period. Section B, cumulative account status, determines the official year-to-date account status. At the conclusion of the accounting period, the dining facility dollar status, either overspent or under spent, is calculated in section A, and then moved to section B to determine the year-to-date account status. See figure 3-15 for preparation instructions for the DA Form 7455.

b. Section A of DA Form 7455 uses the dollar value of inventory (both opening and closing) to determine the dining facility actual expenses (line 5). The actual expense line represents the dollar value of food that was issued to the kitchen for preparation of the meals and no longer remains in the dining facility inventory (that is rations were consumed, not inventoried or no longer available, and so forth). The dollar value of actual expenses is then compared to headcount earnings to arrive at the monthly account status. The monthly status could be overspent, underspent, or zero. An overspent account status means the dining facility's expenses (food cost) exceeded monthly headcount earnings. Underspent status means dining facility expenses (food cost) is *less than* monthly headcount earnings.

c. Section B of DA Form 7455 reflects the dining facility dollar account status on a year-to-date basis. The year-to-date status is calculated by comparing the total dollar value of all overspent accounting periods to the total dollar value of all under spent accounting periods. If the under spent dollar value exceeds the overspent dollar value, the dining facility account is underspent. If the overspent dollar value exceeds the underspent dollar value, the dining facility account is overspent.

d. Due to menu selection/variety and headcount fluctuations, the dining facility is authorized and may be overspent or underspent at the conclusion of an accounting period. The primary requirement of the dining facility is to conclude the FY at zero or underspent in the year-to-date status (line 3 of section B, DA Form 7455).

e. A dining facility that does not conclude the FY at zero or underspent may be required to complete an RS. The responsible food advisor should monitor the year-to-date dining facility status as part of the quarterly action plan and provide the data to the commander.

f. The responsible food advisor is required to ensure compliance with the following procedures:

(1) Any dining facility that exceeds the established year-to-date management factor of a plus 3 percent overspent, or an underspent factor of a minus 10 percent (section B, DA Form 7455) will require an analysis and validation by the responsible food advisor. The analysis and validation are to determine the reason(s) the facility has exceeded the established management factors.

(2) Within 7 business days of the conclusion of the accounting period, the responsible food advisor will validate the dining facility operational procedures.

(3) A record of remedial actions to be taken by the FOS will be developed by the FOS and the responsible food advisor and attached to the DA Form 7455. The purpose of this measure is not punitive, but to ensure that the dining facility can operate with maximum flexibility while remaining within prescribed monetary standards.

(4) The responsible food advisor will continue to monitor the dining facility operation until the year-to-date dining facility status is at an underspent status.

FINANCIAL SUMMARY <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>		
1. UNIT CO A236TH, BN, QM BDE FT LEE, VA	2. MONTH AND YEAR NOV 02	
3. MONTHLY SUMMARY		
a. Beginning Inventory	3,000.00	
b. Total Purchase	+ 10,000.00	
c. Total	= 13,000.00	
d. Closing Inventory	- 1,385.00	
e. Actual Expenses	= 11,615.00	
f. Allowances Earned	- 11,115.00	
g. Overspent	500.00	
h. Underspent		
<p style="margin-left: 40px;">Overspent - Actual expenses are more than allowances earned.</p> <p style="margin-left: 40px;">Underspent - Actual expenses are less than allowances.</p>		
4. CUMULATIVE SUMMARY		
	OVERSPENT	UNDERSPENT
a. Line 4c, previous month		1,000.00
b. Current accounting period, line 3g or 3h	500.00	
c. Year to date status		500.00
5a. FOS SIGNATURE ROBERT D. BELL, SFC		5b. DATE (YYYYMMDD) 20021202
6a. COMMANDER/FSO SIGNATURE JEFFREY R. PROFFITT, CPT, FSO		6b. DATE (YYYYMMDD) 20021203

DA FORM 7455, JUL 2002

DA FORM 3980-R, AUG 1987, IS OBSOLETE.

USAPA V1.00

Figure 3-15. Sample DA Form 7455 (Financial Summary) and instructions

1. Unit Enter the unit designation.

2. Date Enter the month and year of the accounting period.

3. Monthly Summary

a. Beginning Inventory Enter the total dollar value of the closing inventory from the previous month. At the beginning of the fiscal year (October) this dollar amount is the value of the inventory from the month of September.

b. Total Purchases Enter the cumulative total dollar value of subsistence received (issued to the dining facility) for the accounting period. This dollar value will include any transfers from another dining facility which was charged to your account. This dollar value will not include operational rations or rations that were transferred to the dining facility from a unit in the field. This amount should equal the dollar value of the last entry in column e of the DA Form 2970.

c. Total Enter the dollar value of lines 1 and 2 added together.

d. Closing inventory Enter the total dollar value from the current month ending inventory. This dollar value is subtracted from the Total line (line 3) above.

e. Actual Expenses This represents the total dollar value of food prepared which was either consumed, leftover or discarded. This also represents the dollar value of food which was received at the dining facility and no longer remains in the inventory. To determine this dollar amount, subtract the dollar value of the closing inventory (line 4) from the value of line 3 Total.

f. Allowances Earned Enter the total dollar value of the allowances earned for the accounting period. This amount should equal the dollar value of the last entry in column c of the DA Form 2970.

g. Overspent Subtract allowances earned (line 3f) from actual expenses (line 3e). If the answer is a positive number enter the dollar value here. See note.

h. Underspent Subtract allowances earned (line 3f) from actual expenses (line 3e). If the answer is a negative number, enter the dollar value here. See note.

4. Cumulative Summary

a. Line 4c, previous month Enter the dollar amount from line 4c, from the previous Financial Summary report. Enter the dollar value in either the overspent or underspent column as appropriate. If this report is for the month of October do not use this line.

Figure 3–15. Sample DA Form 7455 (Financial Summary) and instructions—Continued

b. Current accounting period, line 3g or 3h Enter the dollar value (line 3g or 3h, as appropriate) from the current accounting period. Enter the dollar amount in the appropriate column overspent or underspent.

c. Year to date status Subtract the dollar value of the overspent column from the dollar value of the underspent column. Enter the difference here. This is the cumulative summary of the dining facility status for the year. The objective of the FOS is to conclude the fiscal year at zero or an underspent status on this line. If the answer is a minus then enter the total in the overspent column, if the answer is a plus enter the total in the underspent column. If both entries are the same (either both overspent or both underspent) add them together and enter on line 4c in the appropriate column. The dollar value will be carried forward to the next financial summary and entered on line 4a in the appropriate column (overspent/underspent). This dollar value will not be carried forward from one fiscal year to the next fiscal year.

5a. FOS Signature The FOS signs here (signature and rank) when the form is completed.

5b. Date Enter the date that the form is signed.

6a. Commander/FSO Signature The commander or FSO signs here (signature and rank) when the form is completed.

6b. Date Enter the date that the form is signed.

Note: This dollar value represents the status of the dining facility account for one accounting period.

Figure 3-15. Sample DA Form 7455 (Financial Summary) and instructions—Continued

3-46. Personnel authorized to be subsisted

a. Active Army enlisted soldiers authorized SIK/essential unit messing (EUM) will be subsisted as follows:

(1) Enlisted soldiers normally will be subsisted in the dining facility of the unit to which they are assigned or in a consolidated dining facility that has been designated to subsist the unit to which they are assigned.

(2) Enlisted soldiers, when authorized by the installation commander, may subsist in a dining facility of their choice (sometimes called the "Open Door Policy"), particularly when the meal hours, official duty, or distance from duty station to the dining facility would cause a hardship on the individual.

(3) Enlisted soldiers who are not assigned or attached to a unit on the installation will be subsisted in designated dining facilities as prescribed by the FPM.

b. RC enlisted soldiers (SIK) are authorized subsistence in accordance with the following:

(1) *Annual training.* During AT, RC enlisted soldiers are entitled to three meals for each full day of active duty training and from one to three meals, as required, on the days while traveling to the training site and returning to home station. When AT is authorized to be conducted at the home station armory or center, meal authorization will be as prescribed by the Adjutant General or the RSC/DRC commander.

(2) *Inactive duty training.* Normally, only one meal is authorized for each 8 hours of scheduled training. However, when circumstances warrant (weather, convoy delays, unannounced practice mobilization alerts, requirements for individual(s) to complete work tasks, or other valid circumstance), an additional meal for a unit(s) or individual(s) may be authorized. Requests for an additional meal for this purpose must be approved by the RSC/DRC commander for USAR units or by the State Adjutant General for ARNG units and appropriate Army Reserve or Army National Guard funds must be available.

(a) When scheduled training exceeds 8 hours in any calendar day, or the unit is required to remain overnight, additional meals may be authorized. Units are not authorized to serve more than 3 meals per any scheduled or extended training day.

(b) Routine serving of additional meals without regard to peculiar training circumstances is not authorized.

c. The installation commander may authorize enlisted personnel who receive BAS to purchase meals in an appropriated fund dining facility.

d. To the maximum extent possible, installation commanders will authorize military personnel, in a permanent change of station (PCS) status, and their family members to purchase meals in a designated appropriated fund dining facility. A copy of the military members PCS orders must be presented for identification.

e. Prospective enlistees, escorted by Army or RC recruiters, are authorized to consume meals in Army-appropriated fund dining facilities on a reimbursable cash basis only. If the meal is paid for by the recruiter, the recruiter is entitled to claim reimbursement for this expenditure in accordance with the provisions of the Joint Federal Travel Regulation (JFTR), volume 1, chapter 5, part L.

f. Enlisted personnel receiving BAS at the RNA rate (as authorized by the DOD Military Pay and Allowances Entitlement Manual) will not be authorized to receive and pay for a meal furnished by an appropriated fund food service activity; exceptions are when the fulfillment of military duties requires enlisted personnel to visit occasionally a DOD installation or assigned for duty at an ARNG or USAR unit during IDT.

g. Family members when authorized to purchase meals in an appropriated fund dining facility will be subsisted under the following conditions.

(1) Family member(s) of an officer or enlisted member who is a prisoner of war, missing in action, or serving in an isolated tour areas must show proof of entitlement (sponsor's orders or command authorization document) and appropriate identification.

(2) Family members completing the DD Form 1544 will enter the sponsor's rank in the grade column and the abbreviation FM (family member) above the sponsor's rank.

3-47. Foreign national employees

a. Foreign national personnel employed in appropriated fund dining facility operations may be permitted to subsist in the dining facility during their daily tour of duty. Reimbursement paid by foreign national personnel will be in accordance with the unified command guidance or the treaty or agreement between the United States and the host country.

(1) The following procedures will be used:

(a) Foreign national employees paying cash for the meal in U.S. currency will sign the DD Form 1544. Employees paying in local currency will also sign a DD Form 1544, specifically marked "Foreign Cash Collected" at the top of the form.

(b) Foreign national employees using payroll deduction procedures for the payment of meals will sign a DA Form 3032 in three copies (an original and 2 copies) marked "Foreign National Personnel." The original will be forwarded by the FOS with the employee's time and attendance record to the office responsible for payroll in order that meals consumed can be deducted from the employee's pay. The finance officer will be advised by the payroll office as to the amount of money to be deducted from the employee's salary. These funds will be posted to the subsistence portion of OMA as full payment for meals served to local nationals. One copy will be forwarded to the FPM at the end of each pay period and the final copy retained by the FOS and filed in the dining facility records.

(c) A separate DA Form 3032 will be prepared for each employee and used until completed or until the end of the employee's pay period. The unused portion of the form will be lined out.

(2) When foreign national personnel are charged meal rate other than the DOD published rates, procedures listed below will be followed to ensure that the amount paid by the employee and the portion paid from the OMA appropriation equals the DOD published meal rate.

(a) That portion paid by the employee in U.S. or local currency will be recorded on the DD Form 1544 as reflected above. Under no circumstances will the same DD Form 1544 be used to record the receipt of both full and partial meal payments by different categories of foreign nationals.

(b) Foreign national employees using payroll deductions will follow the same procedures as specified above. Since part of the money is deducted from the employee's pay and part of the money is transferred from OMA funds, the FOS will submit this data on the form and in the format prescribed by DFAS. The FOS will advise the finance officer of the computed value of each type meal sold to foreign nationals, indicating the portion chargeable to the employee and that portion required to be reimbursed from the OMA salaries appropriations.

b. Foreign national employees, other than those employed in the dining facility, may be permitted to subsist on a continuing basis in appropriated fund dining facilities only upon approval of HQDA ATTN: DALO-TST-F, 500 Army Pentagon, Washington DC 20310-0500. Approval will be based on the nonavailability of nonappropriated fund facilities and recommendation of the major overseas commander as being in the best interest of the Government. This will include third country nationals. The determination must be made by the major overseas commander in accordance with the command needs and will be in harmony with the governing treaty or agreement that exists between the United

States and the host country. When the unified command guidance or the U.S. or host country agreement prescribes the use of lower meal rates, the procedures specified above will be followed.

c. Meals furnished foreign national personnel will be reported on DA Form 2970 in accordance with the following procedures:

(1) When foreign national personnel pay, in cash, and sign the DD Form 1544, the number of meals sold will be reported on the DA Form 2970 on line 3. An asterisk will be placed by the entry on line 3 and explained in the remarks section.

(2) When foreign national personnel purchase meals through payroll deduction procedures or when the rate paid by the employee is supplemented by OMA funds, the number of such meals will be reported on the DA Form 2970 in section C, reimbursements. In the next unused line (lines 9–14) write “Foreign National OMA” and explain the entry in the remarks section. For foreign national employees who pay only a portion of the prescribed food cost, write “Foreign National” on the next unused line (lines 9–14) and explain the entry in the remarks section.

3–48. Civilian employees

a. When on duty, civilian employees in the continental United States (CONUS) or at garrisons overseas are authorized to purchase meals in an appropriated fund dining facility. When not on duty, they fall under the provisions of subparagraph c below.

b. Civilian employees/personnel will be defined as follows:

(1) *Food handlers when on duty in a military dining facility.*

(a) Civilian cooks.

(b) Kitchen helpers.

(c) Bakers.

(d) Dining facility attendants.

(e) Other persons engaged in preparing or serving meals, including contractor employees.

(2) *Civilian employees other than food handlers.*

(a) Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.

(b) Employees whose term of employment authorizes them to purchase meals in an appropriated fund dining facility.

c. When the garrison commander determines that it is in the best interest of the Government such as to enhance operational efficiency, morale improvement, or good community relations, the following categories of diners may purchase meals in an appropriated fund dining facility. Reimbursement for a cash meal will be in accordance with paragraph 3–35 of this regulation.

(1) DOD civilians and contractors other than those identified in subparagraph a above.

(2) Retired military personnel.

(3) Other garrison civilians.

(4) Members of youth groups sponsored at either the local or national level.

(5) Military candidates undergoing examinations at an Army garrison or prospective enlistees accompanied by a recruiter.

(6) Entertainment groups.

(7) Civilian dignitaries.

(8) Guests who are escorted by the soldier authorized to use the facility.

d. The above personnel will not be permitted to purchase a meal in any dining facility that exceeds 100% utilization rate.

e. Requests for civilians to purchase meals, other than on an occasional basis, will be authorized by the installation garrison commander only when nonappropriated fund or commercial food service facilities are not readily available or the duty assignment precludes departure from the duty area. The approval to subsist civilians on a continuing basis will be approved in writing and will be reviewed annually to ensure that the circumstances leading to the approval still exist.

f. Dining facility employees may be authorized by the garrison commander to invite family members to join them for traditional holiday meals (Christmas and Thanksgiving). Authorization will be limited to the ability of the facility to support them without adversely affecting service to enlisted personnel who regularly subsist in the dining facility.

3–49. Reimbursements

a. There are two basic meal rates charged in an appropriated dining facility; the discount meal rate and the standard meal rate. The discount meal rate recovers food cost and the standard meal rate recovers the food cost and operating cost. Food advisory personnel will ensure that the correct meal rates are posted to the headcount SOP whenever new rates are published.

b. Installations may request waivers for the standard meal rate when support to a special event is deemed essential.

Waiver requests shall be forwarded 60 days prior to the event through the appropriate MACOM, to Deputy Chief of Staff, G-4, ATTN: DALO-SMT-F, 500 Army Pentagon, Washington, DC 20310-0500. HQDA will forward the request to the Assistant Secretary of the Army (Financial Management and Comptroller) (ASA FM&C), the approving authority.

c. Requests for waivers will be supported by information sufficient to enable designated officials to make informed decisions as to whether the request should be granted. The procedures to request and report waivers will be as follows:

- (1) The date of the event and location.
- (2) The estimated number of people attending the event.
- (3) The estimated dollar amount requested to be waived.
- (4) Not later than 15 days after the event, the installation will submit the actual number of people that attended the event and the actual dollar amount waiver to Deputy Chief of Staff, G-4, ATTN: DALO-SMT, 500 Army Pentagon, Washington, DC 20310-0500 who will forward this information to ASA FM&C.

Section III

Special Situations

3-50. Garrison support (50 or less)

The commander may elect to use the following option to the signature headcount system when support is being provided to a unit or group of 50 or less personnel at the LTA. This option will have the following procedures required:

- a. The request for support memorandum will contain the name, rank, and meal card number (or equivalent) or BAS designation of each individual who will consume the meal.
- b. The FOS will brief the designated individual on the following areas when rations are picked up:
 - (1) The procedure to make a one-line entry on the DD Form 1544 for those meals being reimbursed by cash. (The designated individual is responsible for providing the cash for these meals to the FOS.)
 - (2) The procedure to make an one-line entry on the DA Form 3032 for those meals provided to SIK personnel.
- c. When these actions are completed the FOS will annotate in the "Remarks" block of the DD Form 1544 the number of meals sold for cash, and on DA Form 3032, the reason for the one-line entry.
- d. When operational rations are used for support, the designated individual will also sign for the total number of rations on the DA Form 5914.

3-51. Operational rations

- a. *Requisitioning.* The following procedures are used to requisition operational meals/rations in garrison:
 - (1) Operational rations (MRE and commercial box lunches) will be requisitioned using DA Form 3161. See DA Pam 710-2-1 for detailed guidance. RC units will use requisitioning forms as designated by the appropriate headquarters or the supporting TISA.
 - (2) The FOS of the supporting dining facility will—
 - (a) Consolidate requests for operational rations.
 - (b) Prepare and submit DA Form 3161 (minimum of three copies) to the supporting TISA.
 - b. *Issues.* Individuals, groups, or units requiring operational rations will submit a memorandum to the supporting dining facility for Class I support. Operational rations will be issued by the dining facility to individuals, groups, or units as appropriate. When an individual is designated to pick up operational rations for individuals, groups, or units, he/she will sign DA Form 5914 for the total number of meals received.
 - c. *Headcount procedure documents.* All operational rations issued from a garrison dining facility must be supported with signature headcount procedures, such as DA Form 3032, DD Form 1544, or when a unit is in temporary field assignment (TFA) for 5 days or less, a DA Form 5913 will be used.
 - (1) A separate DA Form 3032 will be used when operational rations are served. The form will be annotated at the top and bottom in bold letters with the type of operational rations being accounted.
 - (2) The number of operational rations sold for cash will be annotated in the remarks block of DD Form 1544. The DOD meal rate to be charged each cash customer will be the standard meal rate for the meal being requested (that is, breakfast, lunch, or dinner).
 - (3) Units that are in a training status (5 days or less), and obtaining garrison support, may account for operational ration requested by the submission of the DA Form 5913.
 - (4) Headcount data from operational rations will be annotated on DA Form 2970 (section E, back of form). It will be entered in the appropriate column by category of diner.
 - (5) Optional group procedures for 50 or less should refer to paragraph 3-49 above.
 - d. *Accounting procedures.*
 - (1) All unused operational rations will be returned to the supporting dining facility at the conclusion of the field training.

(2) The supporting dining facility will maintain a record of all operational rations on DA Form 5914. Operational rations that are issued will have a memorandum request and the appropriate headcount records to support the entries on DA Form 5914.

(3) Operational rations that cannot be supported by headcount data, or record of turn-in, will be cause for initiating an investigation (see AR 15-6).

3-52. Reserve Component operational ration procedures (inactive duty training)

a. The following procedures are to be used by RC units to requisition, issue, and account for operational rations during IDT.

(1) The unit commander will submit a ration request and the completed DA Form 5913 to the supply sergeant.

(2) The unit supply sergeant will submit DA Form 2765-1 (Request for Issue or Turn-In)(automated), or DA Form 3161 (manual) to the USPFO. See DA Pam 710-2-1 for detailed guidance for DA Form 3161.

(3) The USPFO will fill the requisition and prepare DD Form 1348-1 (automated) or DA Form 3161 (manual).

b. When the operational rations are received at the ARNG armory, the supply sergeant will complete DA Form 5914, and issue the operational rations to the FOS. Operational rations will be issued by the supply sergeant in complete boxes (12 meals to 1 box).

c. Upon receiving the rations from the supply sergeant, the FOS will prepare a dining facility DA Form 5914. The FOS will issue operational rations (as meals) to individuals or groups. Headcount data will be obtained and reported by completing the required DA Form 5913 (feeder report) document.

d. When the FOS completes column i of DA Form 5914, the audit trail for operational rations will be complete.

3-53. Reserve Component procedures for other training

The following procedures apply when operational rations are required to subsist ARNG and USAR unit SIK personnel who are scheduled to perform, either, split training or equivalent training after the units regularly scheduled IDT. The full time manning (FTM) person will—

a. Be responsible for requesting the established number of operational ration meals from the dining facility and complete the appropriate column on the dining facility's DA Form 5914.

b. Complete the appropriate headcount forms that will be provided by the FOS.

c. Ensure that the operational rations are safeguarded, accounted for, and issued to authorized personnel only.

d. Ensure that unused meals and headcount forms are returned to the dining facility at the beginning of the next scheduled unit IDT assembly.

3-54. Box lunches from commercial sources

a. Box lunches from commercial sources (Jimmy Dean and Sun Meadows type meals) will only be used in garrison to support single-meal (mostly the lunch meal) training events (such as, rifle range, NBC, land navigation). To support the additional cost of this type of ration and to benefit from the advantages that this meal provides to both the soldier and dining facility staff, commercial box lunches were identified as an "operational ration" (approximate cost of 65% of the BDFA). The intent of this classification was that the dining facility would not be charged for the purchase of this type ration, nor would the facility earn headcount credit when this ration was issued to the soldier. The intent of this classification was to provide the soldier with a substantial lunch that would not have a negative affect on the dining facility account status. Commercial box lunches, frozen or in the shelf stable configuration, are not authorized for use during field training/operations, deployments, or contingency operations. The only authorized individual type meal to support Army field operations under these conditions is the MRE.

(1) *Requisitioning.* The FOS will complete the required documents as required by the TISA RC supply point to requisition commercial box lunches.

(2) *Receiving.* A separate DA Form 5914 will be maintained when commercial box lunch are received at the dining facility. The DA Form 5914 will be checked in "other" and annotated "box lunch" in the "type of ration" space.

(3) *Preparation.* Frozen box lunches will be removed from the freezer (2 to 3 days prior to consumption) in sufficient time for the lunch to be consumed by the soldier in a defrosted state. These lunches will remain under refrigeration until time of pick-up. Box lunches should be issued to the soldier refrigerated and should be consumed within 6 hours from the original issue time. See TB Med 530 for complete instruction on the proper handling of commercial box lunches.

(4) *Accounting.* Box lunches will be issued and recorded on DA Form 5914 per the procedures outlined in figure 4-6, 4-7 and 4-8. The DA Form 5914, and the memorandum requesting support will be retained and maintained in the appropriate dining facility files.

(5) *Headcount and reporting.* All box lunches must be supported by appropriate headcount data. Commercial box lunches issued will not earn headcount credits to the dining facility account.

(a) When a signature system is required—

1. A separate DA Form 3032, annotated top and bottom "COMMERCIAL BOX LUNCHES" will be used.

2. Personnel required to pay cash or a designated individual will make the appropriate entries on DD Form 1544. The remark block of the DD Form 1544 will be annotated with the number of box lunches sold for cash.

(b) The FOS will record the number of box lunch meals provided for each category of *personnel* supported in the appropriate blocks of the DA Form 2970. RC units will report headcount data from box lunch meals on DA Form 2970.

b. Units procuring box lunches (contract meals), procured from commercial sources, will remain within the value rate prescribed in JFTR, volume 1, chapter 5, part A, paragraph U5018.C, for the meal for which the box lunch will be used.

3-55. Box lunch in-house components

a. Ingredients or components of food used to prepare the box lunch should equal the BDFA value (20 percent or 40 percent) of the meal that the box lunch will replace. Local box lunch menus must be approved in writing by the food advisor providing supervisory support to the dining facility.

b. The following procedures will be used for box lunches from in-house components.

(1) A Production Schedule, DA Form 3034 will be prepared reflecting the menu used for the box lunch.

(2) Box lunches prepared from the regular menu (in-house components) will be accounted for, and credit earned by the dining facility in the same manner as a regular meal (A ration).

3-56. Contracting

a. *Work statements and performance plan.* The DA prototype performance work statement (PWS) and the performance assessment plan (PAP) assist installations in preparing food service solicitations, and quality assurance plans and meeting contract milestone dates. Copies of the PWS may be obtained from the ACES and LIA homepages or from the appropriate MACOM food advisor. The use of these documents is mandatory in developing contract requirements and solicitations for—

(1) Full food service (FFS).

(2) Dining facility attendant (DFA) service.

(3) Management and food production (M&FP) service.

b. *Parts furnished by Government or by contractor.* The Government normally furnishes facilities, equipment, and subsistence. The contractor should furnish the cleaning supplies.

c. *Deciding who furnishes property.* The decision as to who should furnish the expendable/durable supplies (for example flatware, chinaware, pots, pans, utensils and paperware) should be made upon an economic cost analysis. Note that FAR 45.102 requires contractors to furnish all property necessary to perform Government contracts.

d. *Contracting limitations.* Dining facility operations will not be contracted out when HQDA (DALO-SMT) determines that an essential military requirement exists based on one or more of the following criteria:

(1) Military operation is required by reason of law.

(2) Military training or security requirements mandate the use of military personnel.

(3) There are military cooks available; however, an insufficient number to provide the required food service. (Note: Direct hire cooks will be used. Contract cooks will not be used in dining facilities to augment military food service personnel.)

e. *Authorized field feeding.* Field feeding support service is authorized when a dining facility is contracted as a FFS or M&FP contract. Field feeding requirements to prepare meals in the field using modification table of organization and equipment (MTOE) field equipment will not be included in contracts

f. *Military personnel employed by the contractor.* Military personnel will not be permitted to be employed by contractors unless those individuals—

(1) Obtain written approval from their organization commander.

(2) Do not create, or give the appearance of, a conflict of interest as defined in DOD Directive 5500.7, Joint Ethics Regulation.

g. *Services provided by non-appropriated fund activities.* Non-appropriated fund (NAF) activities are authorized to contract for services (sole source) when there is a requirement to feed SIK personnel and there is no available dining facility to do so. A contract between an appropriate entity and a NAF activity is considered a contract between two Federal agencies and is not subject to the Service Contract Act. The NAF wage determination will be used to arrive at labor costs.

h. *Contracting process.* A team approach is recommended in preparing these contracting documents. Team members should consist of, but not be limited to, representatives from food service, supply, engineering and contracting to ensure a complete and accurate PWS is prepared.

(1) The FPMO will develop and coordinate the following documents:

(a) Performance work statement (PWS).

(b) Performance Assessment Plan (PAP).

(c) Independent Government cost estimate (IGCE).

(d) Contract contingency plan.

(2) Each installation, in preparing their PWS/quality assurance surveillance plan (QASP) must tailor the requirements of the PWS/QASP to meet its specific needs.

(a) Installations should allow a minimum of 365 days, prior to the scheduled contract start date, to develop and staff the PWS for the follow-on contract. A milestone chart is included in the PWS to assist in planning.

(b) Once the final solicitation is complete, the PWS must be certified by its MACOM. The MACOM may forward a copy of installation solicitation (PWS/QASP) to ACES for a functional review as part of the MACOM certification. Requests for review and comment should be forwarded to Director, ACES, ATTN: ATSM-CES-OC, 1201 22nd Street, Fort Lee, VA 23801-1601. For planning purposes, the turn around time for the review of installation PWS and QASP is 14 days.

1. The IGCE should reflect what the services will cost the installation based on the PWS, Department of Labor wage determination or outside CONUS (OCONUS) equivalent, and the staffing needed to meet the PWS requirements/standards. The IGCE can be based upon past contracts (adjusted for inflation), or other business quantitative analysis methods. (Note: Application of inflation factors on the previous contract should not be used more than one time as the sole basis for the IGCE.)

a. The IGCE should be developed in conjunction with the contract to be awarded and forwarded to the directorate of contracting (DOC) along with the PWS.

b. If an inflation factor is not used, the IGCE will identify labor, labor overhead, materials, equipment, general and administrative costs, overhead costs and profit. Separate costs may be required for each facility.

2. Each installation will prepare a contingency plan for implementing emergency food service procedures in the event of labor strikes, acts of God, civil disturbance or disobedience, and in the event contractors fail to perform. This plan must identify how food service operations will be continued on a temporary basis and should be maintained with the installation directorate of logistics (DOL).

3. The CO has overall responsibility for contract execution and administration. The CO may designate a food service person (military or civilian) to be the contracting officer's representative (COR) to monitor contract performance. The designation of a COR will be in writing and will clearly define the scope and limitations of authority delegated. Designation, training and use of COR's are prerogatives of the CO.

4. The FPM will recommend to the CO an individual to be designated the COR. As a minimum, this individual will—

a. Be knowledgeable in Army food service operations.

b. Have a COR certificate from the QMC&S or the Army Logistic Management Center. The COR certificate must be awarded within 90 days of appointment.

c. Have completed a formal training program in food sanitation that meets the requirements of paragraph 3-7, TB MED 530.

d. Have attended an ACES food service contract management workshop within the past five years.

i. *Quality assurance.* Food service contracts will be constantly monitored to ensure that—

(1) Contractors are performing in accordance with the requirements of the contract.

(2) Deficiencies in performance are documented and immediately reported to the CO.

j. *Contractor's performance evaluations.* Contractor's performance will be evaluated using the contract itself and the QASP.

k. *Contract extensions.* The COR/FPM will make recommendations in writing to the CO on whether or not the contract should be extended for option periods. Recommendations must be submitted to the CO in time to provide the contractor proper notice of intention to exercise an option period. The Governments' QASP records indicating past contractor performance must support recommendations.

l. *Changes in contract requirements.* Changes in contract requirements will be furnished in writing to the CO. Improvements/changes applicable to follow-on contracts should be noted and incorporated into the PWS to be used in the next solicitation.

m. *Procedures to validate contract requirements.* Prior to the next contract option period or for the follow-on contract, a verification of actual contract requirements will be conducted. The procedures will be as follows:

(1) Request and obtain in writing from commanders, who are supported by the current contract services, their organizations food service needs for the next fiscal year.

(2) Gather and document from other sources (for example, directorate of public works (DPW), DOC, and operations and resources management divisions, DOL) supporting information to determine other contract needs for the future.

(3) Verify these needs with the installation FPM to determine the requirements for the next contract option period or for the follow-on contract.

(4) Compare projected requirements to the current installation food service contract (PWS) to include all modifications and pending changes.

(5) Document the requirements that will result in additions and deletions to the current contract PWS.

n. *RC operations.* USAR units will plan and coordinate their contract DFA requirements with the host installation

during the pre-camp planning. ARNG activities requiring food service contracts must obtain approval and policy guidance from NGB-ARL.

o. ARNG activities. ARNG activities authorized food service contracts in accordance with AR 30-22 shall prepare a PWS/QASP using the DA Prototype to meet their specific requirements. The USPFO will prepare these documents with assistance from representatives of the originating activity and other interested personnel.

p. Requirement for IGE. The USPFO will prepare an IGE for each contract.

q. Review of solicitation exceeding \$250,000. When the contract solicitation exceeds \$250,000 (per annum), it will be forwarded to the principal assistant responsible for contracting (PARC), NGB-AQ, for review and approval prior to release.

r. Military dining facility attendants. Military personnel will be selected from a duty roster (AR 220-45) when required to perform these duties. Military personnel performing duties in the dining facility will comply with the health and personal hygiene standards of TB MED 530, chapter 3. The normal allowance of military personnel is 4 per dining facility serving 100 and 1 additional DFA for each 50 additional persons or major fraction thereof subsisted. This staffing is based on use of personnel unskilled in the performance of DFA duties who require extensive supervision. Consequently, such data is not appropriate for use in estimating the cost of performance by civilian personnel, either direct hire or contractual. Military personnel performing DFA duties will not be supervised by food service contract personnel.

3-57. Commercial sources for subsistence

a. Subsistence supply support to ARNG and USAR units operating under the ARCS will be authorized only when the unit has assigned food service personnel and equipment. Support from commercial sources would be considered more advantageous to the Government if savings are accrued in time, distance to travel, and overall cost of subsistence due to item packaging or issue procedures.

b. Units may also request authority to purchase subsistence from commercial sources when support would normally be obtained from other military service troop issue activities. Subsistence purchased from commercial sources must originate from sanitarily approved food establishments in accordance with AR 40-657.

c. When an ARNG or USAR unit determines that commercial support is required, authority will be requested through channels to the State DOL/USPFO for ARNG units or RSC/DRC for USAR units. The approval may be for a period not to exceed 2 years.

3-58. Procedures for obtaining subsistence from commercial sources

a. The FOS will—

- (1) Compute the subsistence requirements during each IDT for the subsequent IDT.
- (2) Prepare DA Form 3953 (Purchase Request and Commitment) in accordance with the example in figure 3-17.

b. Unit commander's will—

(1) Review requisitions to ensure menu and ingredients being requested are as prescribed in approved RC menu and follow the meal-day sequence as established by the respective RC.

(2) Ensure that NGPA appropriation and RPA appropriation subsistence funds are being used to requisition food items only. Items such as paper plates, plastic eating utensils, and cleaning supplies will not be listed on the subsistence requisitions. Requisitions for these types of supplies will be in accordance with applicable supply regulations and appropriate supply funds cited.

c. RC designated full-time technicians will—

- (1) Forward the accounting documents to the RSC/DRC or DOL/USPFO within 3 workdays following each IDT.
- (2) Assist the unit ordering officer or supporting CO in obtaining subsistence ingredients.
- (3) Ensure that subsistence is picked up or delivered to the USAR center and ARNG armory prior to the weekend IDT. The full-time technician must also ensure that subsistence items received and the vendor's invoice agree and that items are properly stored and secured upon arrival at the center.

(4) Ensure that all supply and procurement documents are processed in a timely manner and returned to the supporting installation.

d. RSC/DRC or DOL/USPFO must—

(1) Ensure that only the authorized units requisition from commercial sources. A copy of each approval document will be on file in the RSC/DRC and DOL/USPFO.

(2) Review the DA Form 3953 to ensure that—

(a) The menu being requisitioned is coordinated with the RC proponent for that IDT unless the dollar status of the unit is overspent. When a unit is overspent and the type of menus scheduled for the remainder of the fiscal year will not reduce the overspent condition, the RSC/DRC or DOL/USPFO may change the unit requisition to a less expensive menu. This will allow the unit to receive sufficient subsistence to adequately support the projected headcount while reducing the overspent status.

(b) The anticipated headcount being used to requisition meals or compute subsistence ingredient requirements is

based on actual headcount report for previous IDTs. When the anticipated headcount is greater than actual headcount during previous IDTs, the RSC/DRC or DOL/USPFO will contact the unit for justification prior to making changes and approving requisitions. If the higher headcount cannot be justified, the RSC/DRC or DOL/USPFO will post corrections to the requisition or return them to the unit for corrections prior to approval.

(3) Retain one copy of the approved DA Form 3953 and forward the remaining copies to the installation procurement activity.

(4) Establish monitoring and control procedures that ensure that the dollar value of all expenditures against the RPA or NGPA for subsistence do not exceed the dollar value earned by the unit, particularly at the end of each fiscal year.

(5) When the units monetary status exceeds the year-to-date standard (plus 3 percent), the DOL/USPFO or RSC/DRC will require the unit to requisition less expensive meals until the dollar status of the account is within the standard. This will ensure that sufficient subsistence is obtained to subsist the troops adequately, while reducing the overspent monetary status of the account.

(6) Compute and maintain dollar accountability of earnings and expenditures by each unit.

(7) Monitor the Food Service Program to ensure that total dollar expenditures do not exceed total dollar earnings for the fiscal year. The objective of the program is to close out the fiscal year at a zero or underspent dollar status.

e. The contracting officer will—

(1) Procure unprepared subsistence from commercial sources.

(2) Use the data contained on the DA Form 3953 as the requirement for solicitations of bids.

f. The unit ordering officer (USAR) will—

(1) Effect procurement, when in the opinion of the contracting officer the supported unit is located too far away for support and the dollar value of purchases is within limits authorized for ordering officer procurement.

(2) Obtain sufficient guidance from the contracting officer on proper preparation, use, and number of copies of Standard Form (SF) 44 (U.S. Government Purchase Order Invoice Voucher), DD Form 1155 (Order for Supplies or Services), and other forms required to meet contracting office requirements. Completed vouchers must be forwarded to the supporting contracting officer or activity within 5 workdays following the IDT meal.

PURCHASE REQUEST AND COMMITMENT <small>For use of this form, see AR 37-1; the proponent agency is OASA(FM)</small>			1. PURCHASE INSTRUMENT NO.		2. REQUISITION NO.		3. DATE		PAGE OF PAGES	
4. TO:			5. THRU:				6. FROM:			
It is requested that the supplies and services enumerated below or on attached list be										
7. PURCHASED FOR			8. DELIVERED TO						9. NOT LATER THAN (Date)	
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: <i>(Check appropriate box and complete item.)</i>								10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION		11. TELEPHONE NUMBER
12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY			13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY							
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM										
14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED		19. ACCOUNTING CLASSIFICATION AND AMOUNT				
				UNIT PRICE <i>a</i>	TOTAL COST <i>b</i>					
						20. TYPED NAME AND TITLE OF CERTIFYING OFFICER 21. SIGNATURE 22. DATE 23. DISCOUNT TERMS 24. PURCHASE ORDER NUMBER				
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE						26. DELIVERY REQUIREMENTS ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, NUMBER OF DAYS REQUIRED				
27. TYPED NAME AND GRADE OF INITIATING OFFICER		28. SIGNATURE			29. DATE		34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE		35. SIGNATURE	
30. TELEPHONE NUMBER									36. DATE	
31. TYPED NAME AND GRADE OF SUPPLY OFFICER		32. SIGNATURE			33. DATE					

DA FORM 3953, MAR 91

EDITION OF AUG 76 IS OBSOLETE

USAPPC V2.00

Figure 3-16. Sample DA Form 3953 (Purchase Request and Commitment) and instructions

37. OBLIGATION RECORD										38. AMOUNT OF COMMITMENT \$									
DATE	REFERENCE NUMBER	OBLIGATED INCURRED			UNOBLIGATED BALANCE			REMARKS	DATE	REFERENCE NUMBER	OBLIGATED INCURRED			UNOBLIGATED BALANCE			REMARKS		

39. PROCUREMENT DATA														
BIDDER NO.	Item						DISCOUNT DAYS				BUSINESS		DELIVERY TIME	DESTINATION FOB POINT
	Qty						10	20	30	NI	Lg	Sm		
	Unit													

Figure 3-16. Sample DA Form 3953 (Purchase Request and Commitment) and instructions—Continued

-
- 1. Purchase Instrument No.** To be used by the procurement officer.
 - 2. Requisition No.** To be assigned by the unit, starting with 0001 and running consecutively each fiscal year.
 - 3. Date** The date the requisition number is assigned.
 - Page _ of _ pages** Enter the current page number and total number of pages.
 - 4. To** Enter the name of the purchasing and contract officer.
 - 5. Thru** Enter the address of office or activity where applicable through which the document is processed to the procurement officer.
 - 6. From** Enter the designation and address of the unit that required the subsistence.
 - 7. Purchased for** Enter the month of the IDT for which the subsistence (catered meals or ingredients), and the specific menu and meal from the approved RC menu.
 - 8. Delivered to** Specify the location where the subsistence is to be delivered.
 - 9. Not Later Than** The hour and date that the supplies are to be delivered or picked up.
 - 10. Name of Person to Call for Additional Information** Enter the name of the individual who can answer inquiries by the procurement officer or vendor.
 - 11. Telephone Number** Enter the telephone number of the person whose name is entered in item 10.
 - 12. Local Purchases Authorized** Enter the designation of the approving RSC/DRC or DOL/USPFO and date of the approval document.
 - 13. Requisitioning Discloses** Enter AR 30-22 in this block
 - 14. Item** Enter 1, 2, 3, etc., for each item being requisitioned.
 - 15. Description of Supply or Services** Enter the date, prescribed meal, menu number, or individual food items being requested. See note.
 - 16. Quantity** Enter the number of meals or items requested.
 - 17. Unit** Enter "ML" for meals or use appropriate unit of issue.

Figure 3-16. Sample DA Form 3953 (Purchase Request and Commitment) and instructions—Continued

18a. Unit Price For commercial ingredients, use the current commercial prices furnished by the potential vendor. For commercially prepared (catered) meals, use the monetary allowance in the Joint Travel Regulation (JTR), volume I, part 1, part B, specified for meal tickets in the appropriate categories (20% for breakfast, 40% for lunch and dinner).

18b. Total Cost The estimated total cost for ingredients or meals.

19. thru 24. Leave blank. These items are completed by the USPFO/RSC/DRC.

25. The Foregoing Items are Required Not Later Than Enter a brief description of the purpose of the requisition.

26. Delivery Requirements. Leave blank.

27. Typed Name and Grade of Initiating Officer Enter the name and grade of the unit commander.

28. Signature The commander whose name is entered in item 27 will sign here.

29. Date Enter the date that the form is signed.

30. Telephone Number Enter the telephone number of the commander signing the form.

31. thru 39. Leave blank.

Note:

The prescribed meal entered indicates the meal taken from the approved menu, regardless of the time of day it is served.

Figure 3–16. Sample DA Form 3953 (Purchase Request and Commitment) and instructions—Continued

EQUIPMENT REPLACEMENT RECORD For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.		1. UNIT DESIGNATION CO A, 236th BN, QM BDE		2. ADDRESS FT LEE, VA 23801		3. BLDG. NO. 12401		4. Page 12 of 12					
5. ITEM DESCRIPTION		6. ACQUISITION DATE FROM DATA PLATE (YYYYMMDD)		7. LIFE EXPECTANCY YEARS		8. APPROPRIATE AUTHORITY TB-43-0002		9. PROGRAMED REPLACEMENT COST		10. PROGRAMED REPLACEMENT YEAR		11. REMARKS	
NOUN: Ice Cream Cabinet, Mechanical, Refrigerated, Mobile, 25 Gallon, Electric, 60Hz NSN: 4110-00-142-5132 MANUFACTURER: Shelly MODEL: M-12 SERIAL NO(s) 14231		19920110		10		-33		\$2,866.00		2002			
NOUN: Ice Cream Cabinet, Mechanical, Refrigerated, Mobile, 25 Gallon, Electric, 60 Hz NSN: 4110-00-142-5132 MANUFACTURER: Shelly MODEL: M-12 SERIAL NO(s) 20164		19960515		10		-33		\$3,343.00		2004		Compressor has been replaced twice. Further major repair may exceed cost limitation.	
NOUN: Oven, Baking and Roasting, Forced Convection, Electric, 2-Speed Blower, 60 Hz NSN: 7310-00-353-5653 MANUFACTURER: Vulcan MODEL: ET-88 SERIAL NO(s) 12B34C		19960801		12		-22							
NOUN: Toaster, Conveyor, Heavy-Duty, Electric, 740 Slices ph, 60 Hz NSN: 7310-01-028-7025 MANUFACTURER: Savory MODEL: 740XL SERIAL NO(s) T-1206		19970110		5		-22		\$416.00		2002			
NOUN: Urn, Coffee, Twin, Automatic, 8 Gallon, Electric, Size 4, NSN: 7310-00-345-9888 MANUFACTURER: Bunn-O-Matic MODEL: WS-8/4 SERIAL NO(s) 47474RBR		19950101		15		-22							
NOUN: Vegetable Peeling Machine, Electric, 50-LB Capacity NSN: 7320-01-034-2212 MANUFACTURER: Reynolds MODEL: VPM-50 SERIAL NO(s) 040963		20001031		15		-22							
12a. NAME/RANK OF PREPARER BELL, ROBERT D., SFC		12b. SIGNATURE ROBERT D. BELL						12c. DATE (YYYYMMDD) 20020215					
13a. VERIFIED FOR ACCURACY BY MURPHY, STEVEN J., CW2		13b. SIGNATURE STEVEN J. MURPHY						13c. DATE (YYYYMMDD) 20020224					

DA FORM 3988, JUL 2002

REPLACES DA FORM 3988-R, AUG 1985, AND DA FORM 7170-R, NOV 92.

USAPA V1.00

Figure 3-17. Sample DA Form 3988 (Equipment Replacement Record) and instructions

-
- 1. Unit designation** Enter the designation of the unit operating the dining facility.
- 2. Activity Name and Address** Enter the complete address including Zip-Code where the dining facility is located.
- 3. Bldg. No.** Enter the building number where listed food service equipment is installed.
- 4. Page ____ of ____**
Enter the page number of this particular page followed by the total number of pages required to list all the dining facility food service equipment.

5. Item description

Noun

Enter the complete description as listed on equipment identification/data plate, or technical manual (TM) provided by the manufacturer or vendor, or dining facility hand receipt. Description should begin with the noun, e.g., Dispenser, Beverage, and should also include the capacity of the equipment being reported, e.g., Dishwashing Machine, high pressure steam, left hand feed, 165 racks per hour; Vegetable Peeling Machine, 30 lbs. List equipment in alphabetical sequence.

NSN

Enter either the National Stock Number from the equipment data plate or the manufacturers part number.

Manufacturer

Enter the name of the manufacturer. The name of manufacturer or make of equipment can be obtained from equipment identification/data plate or manufacturer's TM or dining facility hand receipt in the Food Operation Sergeant's office.

Model

Enter the model number, obtained from equipment data plate, manufacturer ID plate, or TM.

Serial Number

Enter the serial number for the piece of equipment, obtained from Equipment data plate or the manufacturer ID plate.

6. Acquisition date from data plate

Enter the date equipment was acquired. In the case of used equipment, the total service from date it was first placed in operation. Acquisition date can be obtained from equipment identification data plate. If data plate is missing, it can be obtained from the Property Book page of supporting Property Book Account located at unit supply or

Figure 3-17. Sample DA Form 3988 (Equipment Replacement Record) and instructions—Continued

installation Property Book Officer (PBO). If the data plate and the manufacturer's ID plate are missing from the equipment when received, the user will prepare and submit a Quality Deficiency Report.

7. Life expectancy years

Enter the life expectancy of each piece of equipment as listed in the Technical Bulletins (TB) 43-0002 scales.

8. Appropriate authority

Enter the TB used to determine the life expectancy; e.g., TB 43-0002-22 Food Preparation Equipment; 43-000-33 Refrigeration; and 43-0002-36 Scales.

9. Programmed replacement cost

Enter the estimated unit price (plus 8 percent for each additional programmed year beyond current cost) of equipment programmed for replacement during the FY that it is placed in the installation budget. The estimated unit price or replacement cost can be completed by using the current Federal Logistics Data (FEDLOG) CD ROM or the prices provided by the DSCP Prime Vendors for food service equipment. All replacement equipment should be the latest state-of-the-art currently authorized by CTA 50-909 located in the Food Operation Sergeant's office. Equipment will be requested according to building designed capacity. Specific NSN's will be obtained from Supply Bulletin 700-20 Army Adopted/Other Items, serial numbers, or part numbers provided by the Food Service Equipment Prime Vendor. The ACES/USAQMC&S equipment schedule for new construction/modernization of dining facilities is located in the office of Food Adviser/Food Service Supervisor.

10. Programmed replacement year

Enter the fiscal year the equipment is placed in the installation budget. Equipment must be programmed far enough in advance to be available when required (Example: An electric toaster with acquisition date of 1999, with a life expectancy of 5 years would be programmed for replacement in 2004. The request for replacement would be provided to the responsible Food Adviser in the last part of calendar year 2002 for inclusion in the 2004 budget. Walk-in refrigerator with NSN's require 9-12 months delivery time. In this case the request for replacement of the walk-in refrigerator would be provided the responsible Food Adviser in the last part of calendar year 2000 for inclusion in the 2003 budget.

11. Remarks

Enter any comments that will explain why a piece of equipment is not being programmed for replacement at the end of normal life expectancy or why it was replaced early. Early replacement will be supported by maintenance Request Register, DA Form 2405 or DA Form 2409 (Equipment Maintenance Log), indicating maintenance costs. Information on maintenance cost can be obtained from engineers.

12a. Name/Rank of Preparer

Figure 3-17. Sample DA Form 3988 (Equipment Replacement Record) and instructions—Continued

Enter the last name, first name, middle initial (if applicable) to include the rank/grade, military or civilian, of the individual preparing the form.

12b. Signature The preparer will sign the form.

12c. Date Enter the date that the form is signed.

13a. Verified for accuracy by

Enter the last name, first name, middle initial (if applicable) to include the rank/grade, military or civilian, of the individual verifying the form.

13b. Signature The verifying official will sign the form.

13c. Date Enter the date that the form is signed.

Notes:

1. When an item has been replaced: draw a single line through the description of the item being replaced; write the word "deleted" at the left margin: add replacement item beneath the last item on DA Form 3988. A new DA Form 3988 will be prepared annually. When prepared, replacement items should then be placed in alphabetical sequence.

2. TB 750-97-71 for furniture and decor items is not referenced above. These items are authorized a one time repair only. Decor items will be budgeted for as required. Decor items are listed in CTA 50-909.

3. If DA Forms 3988 are being maintained and stored in the Army Food Management Information System (AFMIS) and if any problems occur on the system, coordination should be conducted by the food advisor with the proponents for AFMIS to get assistance.

Figure 3-17. Sample DA Form 3988 (Equipment Replacement Record) and instructions—Continued

3-59. Interservice support agreement

a. Subsistence supplies obtained from sources other than the Active Army will be accounted for in accordance with the procedures outlined in AR 30-22 and this pamphlet. The only exceptions authorized will be those specified or required in the supporting agreement, or by the supporting activity. Active Army, ARNG, and USAR units must remain within prescribed monetary constraints and comply with all accounting requirements of AR 30-22. All units will submit a monthly DA Form CCCC, as outlined in DA Pam 30-22 to the TISA, DOL/USPFO or RCS/DRC that normally provides support. The headcount data will be included in the DA Form 2969 submitted from the installation.

b. When funds are turned in as a result of meals sold for cash, the complete accounting classification number to be credited will be cited on DD Form 1131. The accounting classification number can be provided by DFAS.

3-60. Food service training courses

a. Subsistence for training purposes will be requested on DA Form 3161 and submitted to the TISA (as outlined in chapter 5 of AR 30-22) and will be safeguarded in training kitchens.

b. The DA Form 4552 (see fig 3-8) will be used to document subsistence items prepared during the training period and the disposition of the end product. Disposition of prepared or cooked subsistence will be documented on the DA Form 4552 as follows:

(1) When prepared or cooked subsistence items are consumed in the training kitchen, the instructor-in-charge will make a notation after the last listed subsistence item; such as, "18 students consumed 5 pounds of roast beef."

(2) When cooked or prepared subsistence items are found to be unfit for human consumption, the instructor will make a statement on the DA Form 4552, stating the reason and amount of subsistence discarded. The instructor will sign his or her name and rank after the statement. When only a portion of the amount is discarded, the instructor will indicate the amount of subsistence discarded and the amount consumed by the students.

(3) When cooked or prepared subsistence is transferred to an appropriated fund dining facility for consumption, the instructor will prepare a DA Form 3161 listing the items and quantity being transferred. The receiving FOS or a designated representative will sign DA Form 3161, for the amount of subsistence received and retain a copy for his or her records. The instructor will first coordinate with the responsible food advisor in sufficient time to allow the FOS to program the subsistence items transferred into that days menu. The signed DA Form 3161 will be maintained with the kitchen requisition to document the transfer of subsistence and final disposition of the products.

3-61. Prayer breakfast

a. The conducting of an Army prayer breakfast is not prohibited under the provisions of AR 30-22, paragraph 3-44j, social functions.

b. The criteria for the conduct of a prayer breakfast are as follows:

(1) There is no adjustment of serving hours from those normally in place and the facility is not serving a special menu for prayer breakfast attendees.

(2) Only authorized personnel for Army appropriated dining facilities as defined in AR 30-22 may attend.

(3) The standards for the collection of cash and a signature headcount system are used.

(4) No special seating arrangements or reserved tables are identified.

3-62. Food service equipment

a. Active Army.

(1) Allowances for food preparation, serving, and storage equipment for appropriated fund dining facilities are contained in common table of allowances (CTA) 50-909.

(2) Funds for equipment in modernization, renovation, and new construction projects are included in the MCA program.

(3) The document for budgeting and funding for replacement equipment or equipment that is not economically repairable is DA Form 3988 (Equipment Replacement Record) (see fig 3-17). Replacement equipment is funded by the command with OMA funding.

(4) Commanders and food service personnel must ensure that funds for expendable supplies for the above projects are programmed. The CTA 50-970 should be reviewed to determine expendable requirements such as brushes, glassware, and china for existing and for opening a newly constructed, renovated, or modernized dining facility.

b. Army National Guard.

(1) Those facilities designed and constructed as dining facilities at a training site, new ARNG armories, and renovated armories may be equipped with dining room and kitchen equipment in accordance with CNGB approved equipment schedule, CTA 50-909, paragraph 9, and National Guard Regulation (NGR) 415-10.

(2) Certain items listed in the miscellaneous section of CTA 50-909, paragraph 9, are also authorized for ARNG units. The CTA is authority for retention of items on hand and for procurement authorization for items in table 21 (Army vessels) and in table 22 (miscellaneous) for items that were formerly listed in the MTOE and required for deployment of the unit.

(3) When Federal funds are used to procure items other than those indicated in the C, NGB approved equipment schedules (CTA 50-909, paragraph 9, and in table 63 of CTA 50-909) prior approval from the CNGB is required. Request for approval should be addressed to Chief National Guard Bureau (NGB-ARL), Arlington, VA 22204-1382.

c. Army Reserve. USAR centers (and garrison facilities) will use installed equipment according to local Government safety and ecological regulations and ordinances. USAR centers are authorized only those items of dining facility equipment listed in CTA 50-909.

d. Reserve Component. ARNG armories and USAR centers will schedule maintenance to sustain food service equipment at an acceptable level of maintenance and sanitation. Equipment replacement programs will be implemented. Supplemental (quarterly) use of MTOE equipment is encouraged to maintain MOS field feeding proficiency.

e. Ice chest. RC units are authorized to procure an ice chest, line item number (LIN) E10972 of table 22, CTA 50-909 (one chest for every 200 pounds of ice required for field training) for transporting and maintaining perishable subsistence according to TB MED 530.

3-63. Food service equipment requisitioning

a. The FPM will obtain garrison food service equipment (FSE), décor, furniture, and expendable items required to support the installation food service mission by using one or more of the following authorized methods of procurement. The methods available with a brief overview of each method are as follows:

(1) *Traditional supply channels*. The Defense Supply Center Philadelphia (DSCP), considered to be the traditional supply channel method. Requisitions for equipment are placed by national stock number (NSN). DSCP is required to determine the “best available price” for commercial items. In determining the best available price, the DSCP must solicit FSE sources that can offer competitive pricing and delivery on requested items and establish a contract for these items. When the contract is established DSCP will order the equipment for the customer.

(2) *The Prime Vendor Food Service Equipment Program*. The prime vendor (PV) equipment program was developed as a Governmental DOD contract (DSCP contract oversight) with four prime vendors located in regions throughout the world. The PV program was primarily designed to streamline (that is, allow direct customer contact with PV) the method of acquiring FSE. The PV purchases provide installations with equipment and full life cycle service, including guaranteed competitive pricing, onsite (at the installation) design and selection assistance, warranty service, training, long term maintenance, repairs, and replacements. Customers submit requisitions directly to their designated equipment PV. The PV will place the order directly to the manufacturer. The manufacturer will ship to the customer in accordance with the required delivery date listed on the requisition.

(3) *General Services Administration*. The General Services Administration (GSA) supply channel is normally used to purchase décor, furniture, and expendable supplies. GSA is not the primary supply source for providing food service equipment; however, a limited selection of food service equipment is available using the GSA catalog. The method to requisition FSE is similar to the PV process with the exception of submitting the requisition to GSA instead of the PV.

(4) *Local purchase*. The local purchase method of supply is set aside for special and unique purchases. For the most part, only small, inexpensive (IMPAC credit card authorizations limits), portable type equipment items are purchase locally.

b. Understanding the advantages and disadvantages of each method of purchasing FSE, addressed above, will provide clarification to the food service community and assist in the decision making process to determine the best method or combination of methods to be used when requisitioning food service equipment.

c. The following procedures will be used by the FOS or contract manager when a piece of equipment needs to be replaced at times other than through the formal process (DA Form 3988).

(1) Obtain a statement from the DPW indicating that—

(a) The piece of equipment to be replaced is not economically repairable.

(b) Funds are available to install the replacement equipment upon receipt.

(c) Utility service is available for operation of the equipment.

(d) Space or dimensional limitations indicated on the certification or requisition is adequate.

(2) Notify the food advisor and provide historical data and cost of repairs as listed on the DA Form 2405 (Maintenance Request Register) or DA Form 2409 (Equipment Maintenance Log).

(3) The FPM will authorize equipment replacement funds. After equipment replacement funds have been approved, requisitions will be prepared and submitted to the food advisor. For the requisition to be accepted for processing the statement provided from DPW, paragraph (1) above, must be included.

(4) The FOS or contractor should follow-up on requisitions every 90 days until equipment is received.

(5) The FOS or contract manager will notify the food advisor or FPM as appropriate, within 5 workdays when the piece of equipment is replaced and installed.

(6) Update the dining facility DA Form 3988

d. The responsible food advisor will—

(1) Initiate action to ensure that the replacement equipment requirements are submitted to the FPM.

(2) Ensure that the FPM or supporting supply personnel submit approved requisitions for new and replacement equipment per the procedures outlined in AR 710-2 and AR 725-50.

(3) Notify the FPM within 5 workdays of notification by the unit, when the piece of equipment is replaced and installed.

3-64. Equipment operation and maintenance

a. Operational dining facilities must be provided with a copy of the manufacturer’s technical manual for each item of mechanical food service equipment. Two copies of all manuals are provided with each new piece of equipment. One copy will be retained in the dining facility and the other by DPW. If the copies are not included with new equipment, a GSA SF 364 (Report of Discrepancy) should be submitted to Commander, Defense Supply Center, Philadelphia 700 Robbins Avenue Philadelphia, PA 19111-5092. Information copies of the SF 364 will be furnished to the MACOM and Director, ACES, ATTN: ATSM-CES-OE, 1201 22nd Street, Fort Lee, VA 23801-1601.

b. If the manufacturer’s technical manual for an existing piece of equipment is not available, the FOS should contact the FPM or the DPW.

c. If manuals are not available at the installation, assistance may be requested from Director, ACES, ATTN: ATSM-CES-OE, 1201 22nd Street, Fort Lee, VA 23801-1601. Operator and maintenance manuals for Federal Supply Class (FSC) 4110 refrigeration and 7300 food service equipment are available from DSC, Philadelphia 700 Robbins

Avenue Philadelphia, PA 19111-5092. The request should include all information contained on the equipment data plate; such as NSN, nomenclature, manufacturer, make, model, and contract number.

d. Training programs for all dining facility personnel on the initial operation and operator maintenance of food service equipment will be conducted by the DPW in accordance with AR 420-49, paragraph 9-2b. The DPW has the responsibility only for the initial, formal training of food service personnel. The DPW will provide appropriate training for the proper operation and operator maintenance of FSE installed in new and modernized facilities or the introduction into the supply system/facility of new "state-of-the-art" equipment. Food advisors are responsible for documented follow-on training programs once the initial training by DPW or his designated representative has been completed.

e. The FOS or contractor will establish and maintain DA Form 2405 (Maintenance Request Register), and DA Form 2409 in the dining facility. A properly maintained register will be used as a historical record of equipment failure(s) and as a means to determine uncompleted work requests requiring follow up actions. This register will also serve as a ready source to answer questions on maintenance requests, and as a means for formulating budget requests when the cost of repair(s) exceeds the maintenance expenditure limits as outlined in the TB 750-97-71 and TB 43-0002 series peculiar to the equipment. The register and log will be completed in accordance with DA Pam 738-750.

3-65. Philip A. Connelly

a. Award program administration. A Memorandum of Understanding (MOU) between DA and the International Food Service Executives Association is signed annually that stipulates that DA will provide general officers to accept the Connelly awards from the president of the International Food Service Executives Association on behalf of DA. These general officers will then present the awards to their winning and runner-up FOS. The program will be administered by ACES, ATTN: ATSM-CES-P, 1201 22nd Street, Fort Lee, VA, 23801-1601 for DA.

b. Award program participation by the International Food Service Executives Association. The International Food Service Executives Association participates in the evaluation of finalists, the presentation of awards, and other forms of recognition that support program objectives. The program is named in honor of the late Philip A. Connelly, a past president of the International Food Service Executives Association who for many years was a motivating factor in the conduct of food service awards programs in the Armed Forces.

c. Garrison competition. The phase of competition wherein each MACOM selects command finalists for participation in the DA level competition, in the small and or large dining facility category. Contract operated dining facilities will be included in the garrison competition. The criteria used for the evaluation of garrison category dining facilities are contained at DA Form 5415 (Garrison Category Competition Checklist). The definitions of garrison category dining facilities are as follows:

(1) *Small dining facility category.* Average actual strength of 200 or fewer diners per meal. Strength will be calculated by the formula in paragraph *db* that follows.

(2) *Large dining facility category.* A large dining facility has an average strength of 201 or more diners per meal. Strength is calculated by using the formula below.

d. Average actual strength computation. The average number of personnel subsisted from a dining facility per meal serving period, regardless of their entitlement, during the month of January will be computed as follows: Total headcount for the normal duty days (excluding weekends and holidays) divided by total number of meal serving periods (B, L, D) on those normal duty days equals average actual strength fed per serving period. For example, total personnel subsisted in January was 11,844. The number of meal serving periods equals 63 (21 breakfasts, 21 lunches, and 21 dinners = 63). Total personnel subsisted (11,844) divided by 63 equals 188 average strength per meal serving period (small category).

e. Field kitchen competition. That phase of the competition wherein participating MACOM, NGB, or OCAR/USARC commanders will select command finalists in the field kitchen category. The criteria used for the evaluation of the field kitchen category are contained at DA Form 5416, (Field Category Competition Checklist). The definitions of garrison category dining facilities area as follows:

(1) *Active Army field kitchen category.* Battalions or larger commands having both an organic field food service capability and a field food service mission.

(2) *Reserve Component field kitchen category.* Any RC unit (ARNG, USAR) having an organic field food service capability. RC levels of competition are defined follows:

(a) *Entry level phase competitors.* Any RC unit (company, battalion, brigade) having an organic field food service capability and the mission of providing food service in the field, as opposed to garrison.

(b) *State AG or RSC/DRC level finalists.* The best RC field food service operation within a State AG or RSC/DRC, selected from entry phase competitors to participate in the NGB or OCAR/USARC phase of competition.

(c) *NGB or OCAR/USARC level finalists.* The best RC field food service operation within a NGB or OCAR/USARC region.

f. Nominations. Each MACOM listed below having an eligible appropriated fund dining facility will separately nominate a finalist for each category of the DA level of the garrison competition and, if applicable, a finalist in the field kitchen competition, except for FORSCOM, which will nominate three field finalists.

(1) U.S. Army Training and Doctrine Command.

- (2) U.S. Army Forces Command.
- (3) U.S. Army, Europe and Seventh Army.
- (4) U.S. Army Material Command.
- (5) Eighth U.S. Army.
- (6) U.S. Army Information Systems Command.
- (7) U.S. Army, Special Operations Command.
- (8) U.S. Army Intelligence and Security Command.
- (9) U.S. Army, Pacific.
- (10) U.S. Army, South.
- (11) Military District of Washington.
- (12) U.S. Army Medical Command.
- (13) U.S. Military Academy, West Point.

g. MACOM competitions. Major Army commanders will conduct necessary competition so that only one dining facility in each competitive category will be nominated as a finalist.

h. MACOMs with 10 or fewer dining facilities. To provide quality nominations and conserve resources, participation in the garrison categories of the awards program by any MACOM that has a total of 10 or fewer operational dining facilities will be based on the results of the MACOM evaluation process rather than on a “mandatory” requirement. Notification by MACOM of nonparticipation will be forwarded to the Director, ACES to arrive not later than 1 September each year.

i. Command finalist. Nomination of garrison and field kitchen command finalists will be provided by the responsible command, to the Director, ACES, ATTN: ATSM-CES-P, 120-1 22nd Street, Fort Lee, VA 23801-1601, to arrive not later than 1 August each year.

j. Nomination packet contents. Nomination packets will contain the following information:

(1) Complete unit designation (no abbreviations) and location of the nominated unit, including TOE or TDA number and the complete unit mailing address with ZIP Code or APO.

(2) Category of competition and average actual strength (garrison competition finalists) for the month of January on an annual basis.

(3) Authorized and assigned food service personnel strength to include dining facility attendants.

(4) MACOMs, NGB, and OCAR/USARC commanders are responsible for ensuring adequate photographic coverage for all units competing as a finalists in the Connelly competition, in the event their units place in the HQDA Philip A. Connelly competition. The specific photographic coverage requirements are outlined below.

(5) Name, rank, SSN, biographical sketch and two 5 by 7 inch color bust photographs of the food service officer and FOS (in class A uniform) for military units. For contract operated facilities, include the name, SSN, biographical sketch and two 5 by 7 inch color photographs of the military representatives designated to support the nominated unit and of the contractor’s employee responsible for the dining facility operation.

(6) Provide the following 5 by 7 color photos for the garrison category. Each photo, on the reverse side, will be accompanied by a caption explaining the contents of the photo. The following requirements should be completed in advance and copies sent in the packet.

(a) The FOS/facility manager, in the duty uniform, performing the supervisory function (five each).

(b) The food service staff in the duty uniform posed in front of dining facility with unit identification (two each).

(c) Five different shots of the food service staff as they perform their duties during the meal preparation.

(d) Five different shots of the dining area, serving lines, meal preparation, and the kitchen layout.

(e) Scenic view of the installation (Post HQ, main gate, or some other readily identifiable feature) (five each).

(7) Provide the following 5 by 7 color photos for the field kitchen category. Each photo, on the reverse side, will be accompanied by a caption explaining the contents of the photo. The following requirements should be completed in advance and copies sent in packet.

(a) The FOS, in the duty (field) uniform, performing the supervisory function (five each).

(b) The food service staff in the duty (field) uniform posed in front of unit identification (two each).

(c) Five different shots of the food service staff as they perform their duties during field feeding.

(d) Five shots of the eating area; serving line(s) before and during serving; kitchen tent, mobile kitchen trailer or kitchen, company level, interior, and exterior; food preparation; and the kitchen layout.

(e) Two shots of the overall field location, one with unit identification visible (if possible) and one encompassing the entire operation.

(8) Brief historical summary of the unit including the mission statement.

(9) Names, rank and length of assignment of all assigned or attached food service personnel and scheduled DEROS, if applicable. Indicate food service courses completed by military personnel or related training or civilian experience of contract personnel.

(10) The total number of dining facilities and/or field kitchens that competed at each echelon.

(11) Name, rank, unit address, Defense system network (DSN), and civilian telephone numbers and civilian fax number of the local contact officer and alternate with authorization for direct communication with ACES. Either the contact officer or the alternate will be a member of the nominated finalist unit.

(12) Nominations of overseas field kitchen finalists will include a field training period during which the onsite DA level evaluation can be conducted and which allows not less than 60 days lead-time. CONUS finalists must provide no less than 15 days lead-time.

k. Data required. In the garrison categories, dining facilities selected as finalists in the competition will maintain dining facility records, supporting menu, headcount data, and financial status data for the month of January each fiscal year, until final evaluation by DA.

l. DA level finalist evaluation.

(1) Selection of the winner and runner-up units in each category of competition will be made by a committee of military and civilian food service specialists selected by DA and IFSEA.

(2) The final DA evaluation phase of the Connelly competition for MACOMS will begin in October each fiscal year. Announcement of the results will be made by DA message as soon as final evaluations are completed.

(3) In the Active Army and Reserve Component field kitchen categories, the DA Evaluation Committee will conduct final evaluation in accordance with training schedules established by the MACOMS.

m. Awards.

(1) *Active Army.* Commanders are encouraged to present appropriate awards to winners at all levels of competition up to and including the finalist in each category.

(a) Final awards to Active Army competition winners and runners-up in each category of competition will consist of a silver trophy bowl or plaque, respectively. The award will be for permanent retention by each winning unit, and a scholarship for the unit FOS/facility manager to attend a culinary school (scholarships available to military and civilian personnel). If the recipient is other than the FOS, he or she must be the same individual selected to attend the IFSEA conference as outlined below.

(b) Commanders of winning and runner-up units will select one member of the food service staff to accompany the FOS or designated contractor representative to attend the IFSEA conference under DA funding. In the event that the FOS/facility manager of the winning or runner-up unit has a permanent change of station prior to the conduct of the Connelly Awards Ceremony, the MACOM should have this individual attend the awards ceremony; arrangements must be made with the gaining MACOM.

(2) *Reserve Component.* Final awards to RC competition winners and runners-up will consist of—

(a) A silver bowl for permanent retention by each winning unit.

(b) A plaque for permanent retention by each runner-up unit.

(c) A scholarship for the unit FOS/facility manager to attend a culinary school.

(d) Commanders of winning and runner-up units will select one member of the food service staff to accompany the FOS/facility manager to attend the IFSEA conference. In the event the FOS/facility manager is no longer a member of the winning unit, for example, transferred, retired, and so forth, the unit will select an alternate member to attend the IFSEA conference.

(3) *Additional details.* Further details regarding travel and presentation of awards will be furnished through command channels to the winning and runner-up units.

n. Publicity.

(1) Appropriate publicity will be given this program at all levels. This may be accomplished through public affairs officers.

(2) Commanders will submit copies of press releases and publicity photographs for historical purposes to the Director, ACES, ATTN: ATSM-CES-P, 1201 22nd Street, Fort Lee, VA 23081-1601.

(3) MACOMS are responsible for providing adequate photographic coverage for the final evaluation to ensure proper news coverage and publicity at the IFSEA conference, in the event their units place in the competition. Specific photographic coverage requirements are in paragraphs 13-8 and 13-12.

o. DA evaluation team photographic requirements.

(1) The command will provide 5 by 7 inch color photos of the DA evaluation process. Each photo, on the reverse side, will be accompanied by a caption explaining the contents of the photo. The photos will be used in pictorial displays and in program briefings and should be provided to the Director, ACES, ATTN: ATSM-CES-P, 1201 22nd Street, Fort Lee, VA 23801-1601 as expeditiously as possible.

(2) These photos should consist of the DA Evaluation Committee (posed) and random shots (not to exceed 10) of the evaluation committee members as they converse with members of the food service staff and diners during the course of the evaluation.

3-66. United States Army Culinary Competition

a. Installations and activities are encouraged to conduct intra-installation or activity competition to select their

representatives. The number of entries or competitors from any single installation or activity may be limited if deemed necessary by the Director, ACES.

b. The nominations by each installation or activity will be furnished to Director, ACES, ATTN: ATSM-CES-TC, 1201 22nd Street, Fort Lee, VA 23801-1601. Nominations will be submitted no later than the suspense date cited by message.

c. Awards will be given to those competitors who reach the required standards in each category and class. A certificate and neck medallion will be presented.

d. Trophies will be awarded for Best Apprentice and Best Senior entries, Best in Show, Commandant's Award, Chef of the Year, Field Event, and Best Installation.

e. Commanders (local level) may also recognize individuals for exceptional performance during the Army-level competition in the form of appropriate military awards as listed in AR 672-5-1.

f. All temporary duty and travel costs relating to the U.S. Army Culinary Arts Competition will be borne by participating activities from available funds. All subsistence costs will be funded in accordance with AR 30-22 and charged to the applicable subsistence appropriation. Items not listed in C8900 SL and desired for use require approval prior to procurement and use. Requests for such items will be forwarded through the MACOM to the Director, ACES, ATTN: ATSM-CES-TC, 1201 22nd Street, Fort Lee, VA 23801-1601.

g. The public affairs office (PAO) at Fort Lee, Virginia, is the primary point of contact for all public affairs issues regarding the U.S. Army Culinary Arts Competition. Appropriate publicity will be given this program at all levels of command. Installation culinary teams or individuals should contact their supporting PAO to request publicity support.

h. Installation PAOs supporting culinary teams or individuals should contact the Fort Lee PAO at 911 "C" Avenue, Fort Lee, VA 23801-1515, or by calling at DSN: 539-3104 or (804) 765-3104 for additional public affairs guidance. Supporting PAOs should submit copies of newspaper articles/photographs and/or news videotapes resulting from local publicity to the Fort Lee PAO within 30 days of the coverage.

i. The Fort Lee PAO will garner publicity from local, national and international media outlets during the culinary competition at Fort Lee. Supporting PAOs who desire to cover the competition at Fort Lee must coordinate with Fort Lee PAO prior to arrival. Supporting PAOs who desire information about their team or individual competitors must coordinate with the Fort Lee PAO in advance of the competition.

3-67. Food management teams

a. Requested visits.

(1) *Active Army.* The food management team (FMT) will be tailored to respond to particular problem areas, as identified by a command or installation, that are beyond local capabilities to resolve. Requests for special assistance should describe the problem; include the name, rank, and telephone number of the individual designated as the contact point from the requesting installation, and be forwarded through command channels to Director, Army Center of Excellence, Subsistence, (ATSM-CES), Fort Lee, VA 23801-1620.

(2) *Army National Guard.* A request from an ARNG unit for management or technical assistance will be forwarded through command channels to the State Adjutant General. If the request is deemed appropriate, and assistance cannot be gained from other sources, the State Adjutant General will forward the request to CNGB who will take appropriate action.

(3) *United States Army Reserve.* A request from an USAR unit or command for management or technical assistance will be forwarded through command channels to the RSC/DRC. An information copy will be provided to the supporting RSC/DRC. If the RSC/DRC determines that assistance cannot be adequately provided from other sources, the request will be forwarded through USARC, FORSCOM to ACES for action. Requests from USARPAC USAR commands will be forwarded directly to USARPAC for appropriate action.

b. Memorandum of visits.

(1) Memorandums of visit will be routed as follows:

(a) Memorandums for scheduled visits will be routed to the visited command or installation as prescribed by the MACOM.

(b) Memorandums on requested visits will be furnished directly to the installation commander who requested the visit.

(2) For Reserve Components, after each requested visit, a memorandum of findings and recommendations will be routed as follows:

(a) *Army National Guard.* Memorandums of requested visits will be forwarded directly to the State Adjutant General with a copy to the Chief, National Guard Bureau (NGB-ARL), Washington, DC 20310-2500.

(b) *United States Army Reserve.* Memorandums of requested visits will be forwarded directly to the unit, with an information copy to USARC, USARPAC, or USACAPOC as appropriate.

3-68. Food Recovery Program

a. The FPM will maintain a current listing of food recovery organizations and will ensure equitable rotation of

donations. The U.S. Department of Agriculture's "Citizen's Guide to Food Recovery" will be used to determine eligible local food recovery organizations.

b. DA Form 3161 will be prepared listing the donating activity, the receiving activity, the items being donated, and the dollar value of the donation. A memorandum with the following statement will be attached: "I, {*print name of representative receiving donation*}, an authorized agent for {*print name of agency*}, do hereby acknowledge receipt of subsistence items listed on the referenced document, {*enter the voucher number of the corresponding DA Form 3161*} with an approximate value of {*write in dollar amount*} from the {*print name of donating military unit*} and hereby release and discharge the said unit, the U.S. Army, DOD, and the U.S. Government from all claims, demands, grievances, and causes of action of every kind whatsoever and including, but without limitation of the foregoing, all liability for damages of every kind, nature, or description which may hereafter arise from or out of injuries or damages that may result from the ingestion of the referenced list of donated food items. I agree that the food will be used for immediate consumption. I have read and fully understand this release."

c. The above statement will be signed by the representative of the receiving agency. DA Form 3161 will be signed by the FOS, the FSO, and receiving agency's representative. Together, DA Form 3161 and the memorandum serve as a certificate of donation. In lieu of a separate memorandum, the statement may be typewritten on DA Form 3161 below the listed items. The certificate of donation will be distributed as follows:

- (1) One copy will be kept in the dining facilities records.
- (2) One copy will be given to the receiving agency.
- (3) One copy will be provided to HQDA (DALO-SMT).

d. The date, name of donating organization, and the dollar value of the donation will be annotated in a memorandum and forwarded to ACES.

e. The following activities and categories of food transfers should be considered for donation under the food Recovery Program. Unfit or deteriorated food will never be considered suitable for donation.

(1) *Troop Issue Subsistence activities.* Excess subsistence or expired operational rations. Channeling subsistence through the DRMO for food recovery donations.

(2) *Field accounts.* Subsistence excess to unit needs (for example fresh fruits, vegetables, incomplete modules, and partial cases of semiperishable or freeze/chill products) that cannot be returned to the TISA, transferred to another field kitchen or home station garrison dining facility.

(3) *Garrison dining facility.* Occasions that may result in donation primarily represent exceptional circumstances such as freeze/chill storage equipment failure, power outage, or a unit mission change. The provisions of TB MED 530 regarding time and temperature discipline of leftovers, prepared food, or pre-prepared food still apply.

(4) *Reserve Component Units.* The provisions of AR 30-22 for donations by RC resulting from IDT are also applicable for donation to the Food Recovery Program. However, contracted/catered prepared meals are not suitable for donation.

f. Donated subsistence will be picked up by the food recovery organization during normal duty hours of operation. The food recovery organization will provide suitable containers and/or appropriate equipment to safely receive and transport subsistence.

3-69. Food service management boards

a. Food service management boards revisions to the installation menu are specifically authorized when it becomes necessary to—

- (1) Provide low calorie or low fat items specifically recommended by the installation surgeon.
- (2) Incorporate changes and substitutions directed by HQDA.
- (3) Make acceptable substitutions for items in the published menu that are not available.
- (4) Incorporate items determined to be in excess of normal requirements as reported by the TISA.
- (5) Make substitutions to permit the use of locally procured fresh fruits and vegetables.
- (6) Adjust issue quantities of food items appearing on the menu for which demand data has varied significantly from anticipated usage.

(7) Provide smaller sized containers or issue quantities to meet the feeding requirements of less than 100 persons.

b. Additional food service management board responsibilities are as follows:

(1) Determine if pastry requirements can be met by the dining facilities staffs. If commercial procurement is required selection must be based on the best utilization of resources.

(2) Estimate the requirements of manufactured or processed items, to support an experiment, demonstration or testing or the training of food service personnel and schools.

(3) Review the installation developed field menu to determine if the menu still meets the needs of the command and the desires of the soldiers.

c. Duties of the board members are as follows:

- (1) The food program manager will—

- (a) Function as the chairperson and ensure that a record reflecting the minutes and actions of the board is prepared and distributed.
- (b) Review installation menu by voting and nonvoting attendees prior to the meeting, allowing sufficient time for the board members to familiarize themselves with its content.
- (c) Advise the board on acceptable substitutions when an item in the master menu is not available.
- (d) Appoint a nonvoting attendee to act as secretary or recorder.
- (2) The SSM will furnish information on current subsistence supply matters.
- (3) The surgeon's representative (dietitian) will—
 - (a) Determine if troops require nutrients in excess of those prescribed in AR 40–25, nutrition allowances, standards, and education.
 - (b) Recommend specific increases or decreases in nutrients when necessary to preserve the health of the troops.
 - (c) Advise on sanitary measures including handling refrigeration, and possible foodborne illness. The preventive medicine staff may alternate, as a representative is this area.
 - (d) Advise the board on the nutritional aspects of the revised menu.
- (4) Nonvoting attendees will advise the menu board—
 - (a) On workload capabilities within their respective dining facilities.
 - (b) The adequacy of issue quantities and troop acceptability of menu items.
 - (c) On matters pertaining to support being rendered or required for RC and other Services by the TISA.
- d. Minutes of the board will be processed as follows:
 - (1) The actions taken by all boards will be recorded as prescribed in appendix F and retained on file in the command or FPM office. One copy will be forwarded to Director, ACES not later than 15 workdays after each meeting. Minutes will be submitted through command channels.
 - (2) Copies of the minutes will be provided to all voting members of the board at the next scheduled meeting. Changes or corrections will be made, as required, to the minutes of the previous meeting at this time.
 - (3) The major overseas command or installation commander or designated representative will approve or disapprove, as applicable, actions of the board.
- e. The FSMB will ensure that unsatisfactory subsistence is reported using the unsatisfactory material reporting procedures in appendix G.

3–70. Menu standards

The menu planner will develop and produce the menus by balancing the following factors: nutrition standards; food safety considerations; plate presentation, complementary food items, and sensory appeal; catalog and seasonal availability of items; diner and regional food preferences; budget, equipment, labor and time constraints; and special themes. Additionally, the dining facility menus will address the conditions below.

- a. *Meal service standards.* The daily installation food service program will provide service period durations of 90 or more minutes long for breakfast, lunch and dinner meals for entitled members. Menus must be within the BDFA budget for the meal. Standards include the following areas of emphasis:
 - (1) *Short order.* Lunch, dinner and brunch menus require the addition of the short order menu. The midnight meal and the supper meal require the addition of a modified short order.
 - (2) *Midnight meal.* Midnight meal service standards require providing meals acceptable to patrons beginning their duty day as well as those ending it. The midnight meal is calculated at the same percent of the BDFA as the dinner meal.
 - (3) *Brunch.* This menu combines the customer's desire for a combination of an enhanced breakfast and a more substantial lunch served during an extended meal period.
 - (a) Service will begin no later than 0930 and remain available until at least 1300. Installations may expand these hours if customer demand supports earlier or longer service periods.
 - (b) The standard breakfast items are served through the entire meal period.
 - (c) The standard lunch menu with two entrée choices, including the short order and salad bar, is served through the entire meal period.
 - (d) Expanded lunch selections will be offered for the second half of the brunch, beginning at the time that the normal work day lunch is served.
 - (4) *Supper.* This meal has the highest reimbursement rate of all meals offered in the dining facility. Therefore, care must be taken in planning the menu to ensure customers receive appropriate value.
 - (a) The supper meal period will NOT commence within four hours of the conclusion of the brunch meal.
 - (b) Ninety minutes will be the minimum serving period for the supper meal.
 - (5) *Super Suppers.* The super supper meal provides the diner an extensive selection of food choices, which are typically high cost subsistence items. This meal has a headcount earnings rate equal to the normal dinner BDFA. Therefore, the dining facility will serve super suppers ONLY when the dining facility year-to-date account status is

underspent. The FOS may program super suppers when the underspent status is sufficient to purchase the upgraded menu items. The menu planning criteria will meet or exceed the standards for the dinner meal.

b. Menu planning. The installation food service program manager, food advisor and food operations sergeant will ensure that each meal produced (breakfast, lunch, dinner, midnight, brunch, and supper) meets the following guidelines as a minimum standard (for dining facilities operating under ARCS).

- (1) Breakfast meal requirements include providing patrons choices from—
 - (a) Two 100 percent juice choices; orange juice and another juice high in vitamin C.
 - (b) Two choices of fresh fruit. Bananas will be offered daily, when available.
 - (c) One choice cooked cereal.
 - (d) Choice of six whole grain, ready-to-eat cold cereals, three of which must be without sugar coating; two must be 100 percent folate fortified (400 MCG per serving). Bulk dispensing of the two highest volume cereals is authorized.
 - (e) Eggs to order including assorted omelets. When customer demand warrants, cholesterol-free eggs may be offered.
 - (f) One grilled specialty item (that is griddlecakes, french toast, or waffles, with syrup).
 - (g) Three breakfast meats. Bacon and creamed beef will be served daily, and one additional breakfast meat, rotated daily.
 - (h) One potato choice. An additional starch selection may be provided to support customer demand.
 - (i) Three bread types will be available for toast. In addition, at least one of these three: biscuits, bagels, or English muffins.
 - (j) One breakfast pastry, consisting of a raised or cake doughnut, a sweet muffin, a sweet roll, or a pastry/danish item.
 - (k) Margarine or butter pats, choice of two or more spreads, plus jam or jelly.
 - (l) Two flavors of individual or bulk low-fat yogurts.
 - (m) Standard beverage choices.
- (2) Lunch and dinner menus requirements provide patrons choices from—
 - (a) One soup, either cream based or broth based. The type will vary from day-to-day. Lunch soup offerings are acceptable for use at dinner as long as they complement the meal.
 - (b) Two main entrée choices must be provided. Three entrees are desirable; no more than four choices are recommended. An entree will be prepared by either baking or roasting, to meet the reduced fat and calorie needs of customers. When three or four main entrée choices are offered one of them must be a low cost casserole type entrée.
 - (c) One or more appropriate sauce or gravy to accompany entrees.
 - (d) A choice of potato and an additional starch to complement the entrees.
 - (e) Two dark green or deep yellow cooked vegetables. One additional vegetable is optional.
 - (f) Standard salad bar choices.
 - (g) Two choices of fresh fruit.
 - (h) Three bread types will be the minimum. Plus, one selection of hot rolls, cornbread, garlic bread, or biscuits will be offered to complement the entrée.
 - (i) Margarine or butter, plus jams or jellies for each meal.
 - (j) At least four different dessert choices that vary daily (such as cookies, cake, pie, low-fat ice cream/yogurt, gelatin and/or pudding).
 - (k) Standard beverage choices.
- (3) The short order meal will consist of the following selections:
 - (a) At least four grilled short-order type items, to include sandwiches made with lean meat, hamburgers, cheeseburgers, grilled ham and cheese, grilled cheese, and frankfurters.
 - (b) A standard deli bar. Additional sandwiches will be offered to the extent requested by customers.
 - (c) A choice of two additional hot short-order entrees (pizza, fried chicken, and so forth).
 - (d) French fries, onion rings, and assorted chips and pretzels.
 - (e) Accompaniments and condiments such as sliced tomatoes, onions, pickles, lettuce leaves, catsup, mayonnaise, mustard, relish, and salad dressing.
- (4) The modified short order meal will consist of—
 - (a) Grilled hamburgers, cheeseburgers, and frankfurters.
 - (b) French fries and onion rings, and assorted chips and pretzels.
 - (c) Accompaniments and condiments such as sliced tomatoes, onions, pickles, lettuce leaves, catsup, mayonnaise, mustard, relish, and salad dressing.
- (5) Midnight meal standards require that—
 - (a) The meal will be a combination of items from the breakfast and dinner menus and will have a minimum of two freshly prepared entrees, in addition to eggs to order.
 - (b) The dinner entrée selections at the midnight meal will be from choices as planned for the lunch or dinner meal.

- (c) A modified short order menu is required.
- (d) Use the lunch/dinner meal standards for the balance of the menu items to be offered.
- (6) The standard meal patterns for the brunch meal service combine the following:
 - (a) The established standard for the breakfast meal.
 - (b) The two entrée lunch standard.
 - (c) The short order standard.
 - (d) The expanded lunch selections. This will consist of the following required items:
 1. One baked, or roasted meat that can be carved on the serving line (baked ham, roast beef, roast turkey), and one additional entrée cooked to order.
 2. Vegetarian and meatless entrées will be offered to the degree requested by the customers.
 3. The supper meal will consist of the following standards:
 - a. Two soups: one cream based *and* one broth based.
 - b. Four entrées: choices will include a highly acceptable balanced combination between low, medium, and high-cost items. One entrée will be carved on the serving line.
 - c. A modified short order menu will be offered. Do not use these items as a substitute for any entrée or starch
 - d. A choice of two potatoes and an alternative starch will be offered.
 - e. Three or more cooked vegetables will be offered two of which will be a dark green or deep yellow.
 - f. A standard salad bar.
 - g. Three choices of fresh fruits.
 - h. A choice of five desserts (use the lunch/dinner dessert standard).
 - i. Standard beverage choices.
 - c. *Standards for salad and deli bars and beverage choices.* For the purpose of the Army Food Service Program the standard salad and deli bars and beverage choices will be defined as follows:
 - (1) Standard salad bar will consist of a leafy green salad, and ten fresh toppings such as carrots, radishes, tomatoes, cucumber, green pepper, onion, mushrooms and so forth. The salad bar will also contain five separate salad dressings choices (regular), and two choices of dressings which are low-fat or fat free. A selection of oil and vinegar will also be offered. Salad dressings offered on the salad bar will be offered in the bulk format. Individual salad dressing packets (PC) are only used for carryout or grab-and-go service.
 - (2) Standard deli bar will consist as a minimum of three deli meat choices (ham, turkey and roast beef), two cheese choices (American, and Swiss) and three different choices of bread or rolls. It is recommended that the bread and roll choices be of the quality described as “hearty” or “earth grained.” The entire range of items (meat, cheese and breads) on the standard deli bar will be available for customer selection during the complete meal period.
 - (3) Standard beverage choices are a variety of carbonated beverages, juice blends, noncarbonated flavored drinks, coffee, tea (hot and iced), milk and water. Decaffeinated coffee and hot tea (decaffeinated) will be offered based on customer preferences. The primary dairy choice will be 1 percent fat fresh white milk. Other dairy choices will be offered depending on customer demand.
 - d. *Product and preparation standards.* The following guidelines are to be followed to maintain a balance between highly appealing, flavorful foods, cost management, and the impact of foods on health and performance.
 - (1) Roast, bake, or steam fish, meat and poultry entrées more often than preparing by deep frying or other high fat preparation methods. Drain excess fats from other meats.
 - (2) Use canola (rapeseed) oil, corn oil or blends of these oils for cooking and baking. The emulsified blend of canola and corn oil will be used for the deep fat frying process.
 - (3) Use margarine or butter to make cake frostings, fillings, and cream sauces. Use shortening compound for the preparation of cakes, hot breads, biscuits, cookies, and pie crusts.
 - (4) Use of dry nondairy creamer as a coffee whitener is an option.
 - (5) Use nonfat dry milk and evaporated skim milk for cooking. Reconstitute as needed to equate to whole milk requirements in the recipe.
 - (6) Use 1 percent fat fresh milk as the primary dairy beverage. Low-fat chocolate milk, skim milk, 2 percent, whole milk, buttermilk, and nonfat/low-fat frozen yogurt may be offered depending on customer requests.
 - (7) Use pasteurized liquid, frozen egg products for recipe requirements instead of raw shell eggs. Use raw shelled eggs only for preparation of fried (grilled), boiled or poached eggs to order. When customer demand warrants, cholesterol-free eggs may be offered. Consider offering bulk prepared scrambled eggs on the main line rather than grilled to order for labor saving opportunities. The use of liquid pasteurized eggs will permit bulk preparation without product discoloration.
 - (8) Use ground beef with an as purchased target fat content of 15 percent for preparation of main line or short order menu items. The ground beef, as purchased, will have no fillers or extenders (for example soy).
 - (9) Provide sufficient menu selections to enhance the availability of vitamins and minerals and dietary fiber in the menu.

(10) Food preparation and holding standards will be in accordance with TB MED 530, Occupational and Environmental Health Food Sanitation and the Hazard Analysis and Critical Control Points (HACCP) steps in the updated recipe files of TM 10-412.

Chapter 4

The Army Field Feeding System

Section I

General

4-1. Pre-planning

a. Training operation commanders/unit commanders will ensure that all applicable elements outlined in the “Organization and Operations Plan for Subsistence Requirements Outline” (see app H) must be included in the planning for subsistence support for training at the LTA or during training operations (for example, Bright Star, Celtic Cross, and Cobra Gold).

b. Commanders will provide oversight for the following procedures:

(1) Each unit prepares and submits DA Form 5913 to the designated supporting field kitchen. A unit authenticated DA Form 5913 will be submitted within 2 workdays after arriving at the training site, and will be completed per the instructions at figure 4-1.

(2) Food advisory support is provided to food service sergeants throughout the training duration. Food advisory support is also essential at the end of the training/operation to provide guidance on field kitchen records and disposition of all subsistence items.

(3) A subsistence issue schedule is published in coordination with the training planners for requesting, issue, and turn-in of rations and required reports.

(4) DA Form 3294 is preprinted in coordination with the training planners, and enough copies are available for use during training. The DA Form 3294 (preprinted) will include as a minimum the NSN, menu number, unit of issue, and issue factors.

(5) Complete DA Form 2969 for training and/or training operations as appropriate.

STRENGTH AND FEEDER REPORT For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				
1. UNIT/ORGANIZATION Co A, 236th BN		2. TO HHC, 236th BN		3. DATE (YYYYMMDD) 20020721
4. REPORT DATES (YYYYMMDD)	20020721			
5. PERSONNEL PRESENT FOR DUTY BY SERVICE COMPONENT				
U.S. ARMY (Active)	223			
U.S. AIR FORCE (Active)	4			
U.S. NAVY (Active)				
U.S. MARINES (Active)				
ARNG	24			
USAR				
ROK	6			
KATUSA	4			
6. MEALS SOLD FOR CASH				
7. REMARKS Remote Site Feeding: Site #1 (125)- B (125)- D Site #2 (25) - B (25)- D Site #3 (25) - B (25)- D (Provide MREs for each lunch meal) (Dates of Field Training Exercise: 20020721 - 20020730)				
8a. SIGNATURE DAVID D. WEST		8b. RANK CPT		8c. DATE (YYYYMMDD) 20020721

DA FORM 5913, JUL 2002

DA FORM 5913-R, JUN 1990, IS OBSOLETE.

USAPA V1.00

Figure 4-1. Sample DA Form 5913 (Strength and Feeder Report) and instructions

Each unit will prepare and submit the DA Form 5913 to the designated supporting kitchen or dining support area. The form will be submitted at the beginning of the training or training operation and reflect the present-for-duty strength, by Service component. The form will also indicate the number of days the unit will participate in training. The initial request will be submitted in 3 copies. The requesting unit maintains one, the field kitchen receives one, and one is forwarded to the supply function.

1. Unit/organization The preparing activity will enter the official unit designation.

2. To Enter the supporting field kitchen or TISA.

3. Date Enter the date the form is prepared.

4. Report dates Enter in the first column only the date (YYMMDD) the unit began training at the training site. This date should coincide with the first day of support from the food service section.

5. Personnel present for duty by service component Enter components, if any, that are not on the preprinted list. Enter on each appropriate line the number of unit personnel (assigned or under operational control) participating in the training or training operation. This figure will include officers, enlisted soldiers, and civilians (if appropriate) who have completed the requirements of DOD FMR 7000.13 when in a training status. This figure will include unit personnel hospitalized (simulated or inpatient) in medical units. Leave unused lines blank.

6. Meals sold for cash Leave blank.

7. Remarks Enter any information that will assist the field kitchen in meeting the supported units mission. Information such as the number of personnel at each remote site to which rations are to be sent during the training. Enter remote site data with the number of personnel to be supported at each site in (). Any personnel not accounted for in remote feeding site data will be assumed to be fed at the MKT/kitchen site. Additionally, the unit will indicate the number of days the unit will participate in training and the anticipated date (YYMMDD) for the unit's departure from the training site.

8a. Signature The unit commander, food service officer, or first sergeant from the requesting unit will sign the form.

8b. Rank The person signing the form will enter their rank.

8c. Date Enter the date that the form is signed.

Note:

Medical units will use DA Form 5913 to report the number of assigned and attached hospital staff only. Actual inpatient census will be identified "for information purpose only" in the Remarks block. Enter the estimated number of patients by day. It is not necessary to report patient feeding by service component.

Figure 4-1. Sample DA Form 5913 (Strength and Feeder Report) and instructions—Continued

4-2. Army field feeding system application

a. The AFFS procedures are mandatory for all TFA or FD training or training operations, as appropriate, for both Active Army and RCs conducted away from home station or when the training is conducted for more than 5 days. TOE and MTOE medical units required to provide staff and inpatient feeding (simulated or actual) will follow these procedures. Additional guidance for medical units is in AR 30-22, chapter 4, and this pamphlet.

b. For RCs conducting AT with an Active Army organization or being supported by a Active Army unit, AFFS procedures apply for both meals prepared and served in a cantonment or actual field environment. RC units will not use these procedures for IDT.

c. For training that is scheduled at home station and is for 5 days or less food service support may be provided from the units garrison dining facility per procedures in this pamphlet.

d. Active Army and RC units will follow the menu and feeding plan established for the training or training operation. Units not participating in a training operation will follow the installation or training site field menu plan. When RC units are not participating in a training operation and require the use of nonunitized rations, their use and availability must be coordinated with the host installation during the pre-AT conference.

4-3. Garrison support, Class I

a. Support from garrison should not become the routine. When using AFFS commanders should consider the training needs of 92G (food service) personnel, the manpower required to operate both feeding areas (garrison and in the field), and the capability to support the feeding mission based on distance and time to the training locations.

b. Commanders may request ration support from a garrison dining facility as follows:

(1) All subsistence (A rations, operational rations, or box lunches) required to support unit training operations will be requested on a memorandum by the commander of the unit requiring support. The memorandum will be forwarded to the dining facility FSO (for contract operations, the request will be forwarded to the COR for review). The FSO/COR will forward the request to the dining facility manager for action. Short notice for field training does not relieve the unit commander of completing the administrative requirements below.

(2) The request for support will contain at least the following information:

(a) Nature of requirement.

(b) By day, by meal feeding plan.

(c) The names and ranks of individuals designated to pick up the rations and the time of pick up.

c. The commander of the unit requesting support will ensure that the proper signature headcount and cash collection procedures are used during the training. The commander may elect to replace the signature headcount procedures with guidance contained in paragraph 4-4 below.

d. When signature headcount procedures are used and there is a deviation in excess of 10 percent between meals requested on the commander's memorandum and the actual headcount signatures and meals sold for cash, an investigation will be conducted by the commander having operational control of the supporting dining facility. The investigation will determine if the dining facility financial account will suffer adversely due to the deviation in headcount from the requested to the actual. If an adverse impact is determined, the appropriate measures to relieve the adverse impact will be instituted by the commander having operational control of the facility.

e. The FOS/contract manager will provide the DA Form 3032 and DD Form 1544 to meet the requirements of the unit request.

4-4. Alternative's for garrison support

a. When support for training is being provided to a unit or group of 50 or fewer, the following procedures apply:

(1) The FOS will brief the designated individual on the procedures to be followed when the rations are picked up.

(2) A one-line entry on the DD Form 1544 will be required for those meals being reimbursed by cash. There will also be a one-line entry on the DA Form 3032 for those meals provided to SIK personnel.

(3) When these actions are completed the FOS will annotate in the "Remarks" block of the DD Form 1544, the number of meals sold for cash, and on the DA Form 3032, the reason for the one line entry.

b. The requirement to establish a signature headcount system can be replaced by using the present-for-duty concept. The following procedures will apply:

(1) This procedure is *only* recommended for units in training for 5 days or less and training at the LTA.

(2) The unit will complete the DA Form 5913 indicating the total number of SIK diners and the total number diners requiring DFAS action (payroll deduction) for the duration of the training.

(3) The unit will provide a listing (name, rank and SSN) of soldiers required to reimburse the Government for all meals provided during the training duration. The listing will include enlisted soldiers entitled to BAS, and officers. For

civilian personnel who will participate reimbursement should be in cash (for all meals available) prior to deploying to the training site.

(4) The commander will forward the request, DA Form 5913 and listing of individuals requiring DFAS action to the appropriate S-1 officer. The S-1 officer will sign and date the request, confirming that the appropriate DFAS action will be initiated for all personnel required to reimburse the Government for all meals provided during the TFA.

(5) The signed and dated request and DA Form 5913 will be forwarded by The S-1 officer to the supporting dining facility.

c. A supporting dining facility will earn headcount meal credit for all A-ration meals provided from garrison to soldiers (headcount or present-for-duty) in a TFA status. The DA Form 5913 or headcount from the completed DD Form 3032 and DD Form 1544 will be added to the garrison headcount total for the appropriate meal(s) provided.

d. The supporting dining facility will maintain records for all support provided to personnel in a training status. The required documentation is the support request memorandum, DA Form 5913 and/or DA Form 3032 and DD Form 1544.

4-5. Cold weather feeding

a. Restrict the use of the MKT in cold weather field feeding (CWFF) to temperatures above 32 degrees Fahrenheit. Commanders must calculate a risk assessment when deploying the MKT in temperatures below 32 degrees Fahrenheit (F). Areas that must be considered when assessing the MKT mission in conditions of extreme cold (below 0 degrees F) are poor heat distribution within the MKT, condensation inside the MKT, and mobility problems in transporting the MKT.

b. Use tents to support the KCLFF. Some examples of suitable tents are the general purpose (GP) small tent and the GP medium tent.

c. The failure rate of equipment increases in cold and extreme cold weather environments. This causes a need for additional repair parts.

d. Soldiers' water requirements also increase in extreme cold climates. For more detailed discussion on individual water requirements, refer to field manual (FM) 10-52.

4-6. Arctic procedures for meal-ready-to-eat

a. All MREs that become frozen during TFA/FD training should be kept frozen until issued for immediate consumption. Frozen MREs will not be returned to the TISA.

b. Frozen MREs must be handled with care. Rough handling (for example dropping boxes off trucks or throwing them into the truck) increases the risk of pouch failure and loss of the MRE.

c. Stationary MRE pouches may be frozen a number of times without damage to the pouch. The product quality will deteriorate with each freeze/thaw cycle, but the food will remain wholesome as long as the pouch is undamaged. The MRE should not be cycled through more than five freeze/thaw cycles.

d. If frozen MREs are returned to storage and thawed, they must be segregated and marked with a placard stating "HOLD-PREVIOUSLY FROZEN, RETURNED TO HEATED STORAGE ON (DATE), CLEARED FOR ISSUE (DATE) *minimum of 30 days after returned to heated storage*." Frozen MREs will be tempered to ensure that the center pallets or boxes reach room temperature (77 degrees Fahrenheit). The MREs are then held at this temperature for 30 days and then inspected by veterinary representatives prior to issue. The time and temperature period stated will allow the contents of the pouches to react, if spoilage bacteria are present.

4-7. Basic load

a. The use of a basic load is not authorized for travel rations except in emergencies when no other ration is available. When the basic load is consumed, the ration will be replaced per paragraph b below.

b. For the Active Army requisitions for replacement of unit basic load (UBL) for meals consumed during emergency situations will be initiated by the unit property book officer (PBO) and processed directly with the supporting TISA. The PBO will furnish the following information on the request for the replacement action: the date, the number of personnel supported, the number of meals consumed, and the reason that the basic load was consumed.

c. When requests for replacement of rations cannot be supported by this information (b above), a report of survey (RS) will be initiated by the PBO in accordance with AR 735-5. After the RS has been initiated, the reissue of replacement meals/rations will be directly between the TISA and the PBO.

d. Replacement of the basic load will be charged to Military Personnel, Army (MPA).

e. For the RCs use of UBL will be limited to emergency situations only unless otherwise directed by the appropriate command. Replacement for UBL, due to consumption, will be initiated by the unit PBO. The PBO will furnish the following information on the request for the replacement action: the date, the number of personnel supported, the number of meals consumed, and the reason that the UBL was consumed.

f. When requests for replacement of rations cannot be supported by this information, an RS will be initiated by the unit PBO in accordance with AR 735-5. After the RS has been initiated, the replacement of meals/rations will be

directly between the United States Property and Fiscal Officer (USPFO) for ARNG or TISA for USAR and the requesting PBO.

g. Under these conditions, replacement operational meals/rations will be charged to National Guard Personnel Appropriations for ARNG or Reserve Personnel, Army, for USAR.

4-8. Warming/cooling beverages

a. Warming beverages include coffee, hot tea (to include cream and sugar), hot chocolate, and dehydrated soup. The cooling beverage is cool water with or without flavored beverage base. Funds will be used to provide the flavored beverage base only. Cooling beverages are provided to participants performing training in hot, arid climates for adequate body hydration.

b. The required authorization to incorporate warming/cooling beverages in the feeding plan will be by the appropriate command for the training or training operation (field planners or unit commanders). When authorized, supporting kitchens will request warming/cooling beverages per the issue factors as published in the menu.

c. Unit request for warming/cooling beverage support (during non-TFA/FD training) will contain the following information:

- (1) Rationale for request (that is NBC range training).
- (2) Number of soldiers requiring support identified by category (enlisted- SIK, enlisted-non-SIK and officers).
- (3) Date and time of pick-up.

d. Funds used to provide warming/cooling beverages will be reported on the DA Form 2969 using the procedures in this pamphlet.

4-9. Active Army travel rations

a. The Active Army will use two methods of requesting travel rations, which are as follows:

(1) When personnel requiring support exceed a brigade force, the request for travel rations will be coordinated directly between the command and the supporting TISA. Procedure for direct TISA support will be as established by the supporting TISA.

(2) When travel rations are required to support personnel of less than a brigade force, the request will be directly to the FSO/FOS of the supporting dining facility. Procedures for requesting directly to the supporting dining facility are prescribed in paragraph *b* below.

b. The procedures to request and account for travel rations when a unit(s) is/are moving from home station to the training site are as follows. The unit requiring support will prepare a request with the following information:

- (1) Rationale for request (for example, 2-day convoy to Fort Bragg, airlift to National Training Center).
- (2) Number of days/meals required.
- (3) Type of ration(s) required.
- (4) Date and time rations are required.
- (5) A listing of soldiers (name, rank, and SSN and if appropriate the branch of Service) who are authorized SIK.
- (6) A listing of the number of personnel required to reimburse the Government for all meals provided. Personnel will be identified by name, rank, and SSN (the number of enlisted soldiers reimbursing in cash or processing DFAS action and officers paying in cash or processing DFAS action).
- (7) If the listing indicates that DFAS action is required for personnel reimbursing the Government the request for support, the listings of personnel requiring support (SIK and DFAS action) will be forwarded to the appropriate S-1 officer for his/her signature and date. The S-1 signature and date indicates that the DFAS action will be processed for collections.

c. Upon receipt of the rations (MRE or operational ration box lunch (commercial)), the rations will be considered present for accounting purposes.

d. When the rations are issued to the designated individual and signed for (column h, DA Form 5914), the rations will be considered accounted for.

4-10. Reserve Component travel rations

a. The RC units are authorized use of commercially prepared meals in addition to the family of operational rations while in transit between home station and the AT site.

(1) Required rations for travel from home station to the training site will be requested from normal designated IDT source or one directed by the USPFO for ARNG or RSC/DRC for USAR, based on the type of ration to be used.

(2) Ration requirements for return to home station will be coordinated with the supporting host installation.

b. All rations used to support travel to, from, and during AT will be included as part of the AT account.

c. The cost for travel rations from commercial sources (other than Army TISA) and MREs drawn from State USPFO for ARNG use is not subject to central reimbursement procedures. The cost of such rations will be reported as

part of the State (for ARNG) or USAR quarterly subsistence report on DA Form 2969–2 (Subsistence Data Summary Reserve Components).

4–11. Religious meals

a. It is the commander's responsibility, with the assistance of the chaplain advisors, to identify soldiers whose personnel records indicate they have special religious ration requirements.

b. The Army family of operational rations does not include either certified kosher or certified halal meals. However, kosher, halal, and dual certified meals are available, using DSCP-assigned national stock numbers. These meals are direct-delivered from the vendor that produces them. All components of the ration are certified.

c. Each soldier who requires special religious certification (either a certified kosher or halal) meal will require three meals for each day since these soldiers cannot consume either a UGR–A, UGR–H&S, or MRE ration/meal. Soldiers consuming exclusively kosher or halal meals should be provided with menu enhancements (fruit and salad) when these items are being provided for other soldiers in their unit. Menu supplements (UHT or fresh milk and bread) may not be certified. Soldiers who strictly observe kosher or halal dietary restrictions may not wish to consume these items. Additionally, dressings used for salads may also not be kosher/halal certified, so soldiers should be informed to ensure dietary restrictions can be adhered to.

d. Kosher/halal certified meals contain approximately 1200 calories and are packaged 12 meals and accessory packs to the case. Each case weighs 18 pounds.

e. Kosher/halal rations must be ordered from DSCP. For information on acquiring stock numbers, packaging, cost and ordering procedures, and so forth for these items, either contact ACES (quality assurance division) or DSCP (assembled ration section).

Section II Operations

4–12. Field kitchen procedures

a. The use of UGR–A and UGR–H&S rations increases the potential for waste, thereby requiring increased management attention at all levels of requisitioning and preparation.

b. The objective at the end of all training, TFA or FD, for all support kitchens is a zero balance between main entrée's/meals drawn and documentation of main entrée's/meals issued for consumption, turn-in, transfer, or destruction.

c. Field kitchens must document the disposition of all UGR–A ration components issued for preparation at the kitchen site. To document the disposition of the UGR–A ration, complete the DA Form 3034 (see fig 4–2). This documentation will be maintained as part of the record keeping procedures used at the kitchen site.

PRODUCTION SCHEDULE <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>							
1. UNIT HHC, 2D INFANTRY DIVISION					2. SERVING PERIOD 1700-1800		
3. DATE (YYYYMMDD) 20020610		4. MEAL <div style="display: flex; justify-content: space-around; font-size: small;"> B <input type="checkbox"/> L <input type="checkbox"/> D <input checked="" type="checkbox"/> BR <input type="checkbox"/> S <input type="checkbox"/> SO <input type="checkbox"/> N <input type="checkbox"/> B/L <input type="checkbox"/> </div>			5. PROJECTED HEADCOUNT 50		6. ACTUAL HEADCOUNT 49
7. PERSON ASSIGNED	8. RECIPE NUMBER	9. RECIPE NAME	10. PREP TIME	11. PORTION S TO PREPARE	12. ACTUAL PORTION S	13. LEFTOVER/ DISCARD	14. SPECIAL INSTRUCTIONS
PRICE	UGRA D-7	GRILLED STEAK		50			COOK TO ORDER
WASHINGTON	D-7	MASHED POTATOES		50			25 SERVINGS @ 1645/1715
CUNNINGHAM	D-7	BROWN GRAVY		50			
CUNNINGHAM	D-7	BUTTERED CORN		50			25 SERVINGS @ 1630/1730
DAMICO	D-7	GARLIC TOAST		50			USE POUCH BREAD
MOORE	D-7	CHOCOLATE PUDDING		50			SERVED CHILLED
MOORE	SOP 1	UHT MILK		50			CHILL PRIOR TO SERVING
MOORE	SOP 2	SALAD MIX		50			
MOORE	SOP 3	ASSORTED SALAD DRESSINGS		50			INDIVIDUAL PACKAGES
PRICE	SOP 4	ASSORTED CONDIMENTS		50			
15a. FOS/MANAGER SIGNATURE EARL MILLIGAN		15b. RANK MSG		16a. SHIFT LEADER SIGNATURE MIKE BRADDOCK		16b. RANK SGT	

DA FORM 3034, JUL 2002

DA FORM 3034, AUG 1984, IS OBSOLETE.

USAPA V1.00

Figure 4-2. Sample DA Form 3034 (Production Schedule) and instructions

DA Form 3034 will be completed only when UGR-A meals are used (except for medical units). As a minimum, the field kitchen will complete the blocks or columns according to the instructions below, as shown in the completed sample.

1. Unit Enter the official unit designation.

2. Serving Period Enter the earliest time that each item must be ready for transfer, picked up for remote site feeding, or served at the field kitchen site.

3. Date Enter the date the meal is to be served.

4. Meal Enter an X in the appropriate meal block.

5. Projected Headcount Leave blank.

6. Actual Headcount Leave blank

7. Person Assigned Enter the name of the person who is assigned to prepare each menu item listed in column 9.

8. Recipe Number Enter the recipe, standing operating procedure (SOP), or UGR menu number (e.g. B-1, D-2) to be used by the cook to prepare the product. SOPs for menu items must be in writing. If the source is not one of those mentioned, state the source in column 14.

9. Recipe Name Enter the recipe name that corresponds to the number given in column 8.

10. Prep Time Enter the time the cook must begin preparation (weighing, peeling, preparing dough).

11. Portions to Prepare Enter the number of servings to prepare. The number entered should be the same as the quantity received unless the projected feeding strength has changed and items can be saved for future use or returned to supply.

12. Actual Portions Prepared Leave blank.

13. Leftovers/Discard Leave blank.

14. Special instructions Use this column to address any area pertinent to preparing or serving the meal.

15a. FOS/Manager Signature The food operations sergeant will sign the form prior to its being posted for the meal.

15b. Rank Enter the rank of the FOS. If civilian, leave blank.

16a. Shift Leader Signature At the completion of each meal, the shift leader will sign the form.

16b. Rank Enter the rank of the shift leader. If civilian, leave blank.

Figure 4–2. Sample DA Form 3034 (Production Schedule) and instructions—Continued

4-13. Ration requesting

a. Present-for-duty strength, remote feeding site requirements, and mission, enemy, terrain troops, and time (MET-T-T) are the primary basis for meal requests. The requesting of rations using present-for-duty strength will be as follows:

(1) Each supported unit commander must provide an official DA Form 5913 to the FOS within 2 days of arriving at the training site. The unit will complete DA Form 5913 per the instructions at figure 4-1.

(2) The FOS will forward the data from all supported units to the supply point.

b. The UGR-H&S rations will be requisition to support present-for-duty strength, to include the requirements for dispersed site feeding. In addition H&S ration inventory must be considered prior to completing the ration request.

c. Based on the strength data reported on the DA Forms 5913 from the supported units, the FOS will—

(1) Compute the amount of each type of meal and other items (bread, milk, fruit, cereal, salad, and condiments) required. Rations will be requested as follows:

(*a*) UGR ration meals will be ordered in modules of 50 meals. Bread, and milk will be requested based on the actual number of personnel to be supported. Since opened UGR-H&S pans cannot be transported to multiple feeding sites, requirements must be computed to support each site and rounded up to the next entree pan size.

(*b*) MREs will be ordered in boxes (12 meals per box). Requested quantity must be rounded up to the next box to meet requirements.

(*c*) Medical diet supplements (MED supplement) and arctic supplements to the UGR ration will be ordered to support mission requirements. Quantities depend on expected feeding requirements.

(2) Prepare a DA Form 3294 listing quantities of all items required. Requested quantities should be adjusted to use and incorporate on-hand rations; however, primary consideration must be given to menu variety and nutrition when the use of on-hand rations is planned.

(*a*) Prepared in a minimum of three copies. The originator will retain copy number 3 and forward copies 1 and 2.

(*b*) Forward the completed DA Form 3294 to the supporting supply point or activity per the established requesting or issue schedule for the training site.

(*c*) Preparation instructions and completed samples of DA Form 3294 are at figures 4-3 through 4-5.

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)											
To: 1 st FSC, Camp Somewhere												Request	x	20020718									
From: HHC, 236TH BN												Issue											
Consumption date(s) 21 JULY 2002												Turn-in											
Number of meal(s) requested												Issue											
Items	UI	B	L	D	B	L	D	B	L	D	Total	Supply action	Unit price	Dollar value									
UGR H&S Breakfast Menu #1 1MO per 50	MO	10									10												
UGR-A Dinner Menu #1 1 MO per 50	MO			10							10												
UHT Milk, 1/2 pt, 50 CO per 50 White	CO	750		250							1,000												
Chocolate	CO	250		250							500												
Cereal, Assorted, Ind 50 EA per 50	EA	500									500												
Fresh fruit, 18 LB per 50 Apples	SV			250							250												
Oranges	SV			250							250												
Salad, Mixed 5-lb BG per 50	BG			10							10												
Tomatoes, 6 LB per 50	SV			500							500												
Salad Dressing, Ind, 1BX per 50 Blue Cheese	EA			5							5												
Italian	EA			5							5												
MRE	BX		42								42												
Requested by: JOHN MORRIS, SFC												Issued by:				Issued by:				Total dollar			
Received by:												Received by:				Received by:				Control no.			
Page no. 1		No. of pages 1		Remarks:																			

DA FORM 3294, JUL 2002

DA FORM 3294-R, JUN 1990, IS OBSOLETE.

USAPA V1.00

Figure 4-3. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions

a. *Purpose.* DA Form 3294 is used to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR modules, boxes of MREs and loose UGR components.

b. *Requesting rations.* Proper use of the DA Form 3294 to request rations requires good food management practices, to ensure the proper mix and amount of rations, supplements, and enhancements. Upon receipt of strength data (DA Form 5913) from all supported units, the food operations sergeant (FOS) will--

(1) Consolidate the data and prepare at least three copies of the DA Form 3294 to request rations.

(2) Forward two copies of the DA Form 3294 to the supply activity. Maintain one copy in the unit suspense file until rations are received.

(3) Complete only the blocks or columns indicated in this figure. Leave blank any lines or columns with no instructions.

Completion instructions:

To Enter the designation of the supply activity to which request is being sent. When the field kitchen is supported directly by a TISA, enter the TISA designation.

From Enter the unit designation of the field kitchen preparing and submitting the request.

Request Place an X in the request block and enter the date the request is being submitted.

Consumption date(s) Enter the date(s) on which the rations are to be consumed. The date(s) should correspond to the issue schedule and cycle as published by the supporting Class I activity or TISA.

Number of meals requested Enter the anticipated number of meals required to feed supported units. See note #1.

Items This section will normally be pre-printed by the SSM. When appropriate, the FOS must enter the menu number of the ration module requested; which can be obtained from the schedule of issues. Also, enter the name of any additional food items being requested and the issue factors per 50 for all entries. See notes #2 and #3.

U/I (unit of issue) The FOS will enter the unit of issue for all items requested. The unit of issue for half pints of milk will be container (CO); for bread and fruit items it will be servings (SV); for MREs it will be boxes (BX); for cereal it will be each (EA).

Figure 4-3. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

B/L/D columns Enter the number of modules (MO), containers (CO), servings (SV), boxes (BX), or each (EA) of preprinted ration items required to support the mission in the proper column. Supplements, and when authorized, enhancements will be requested based on the actual number of personnel to be supported, not the total number of meals available in the required number of UGR modules. See note #1.

Total Enter the total requested for UGR modules and boxes of MREs. For other items requested (for example, ultra-high-temperature (UHT) milk, bread, cereal, and fruit), enter the total quantity required (based on the actual number to be supported) in the upper portion of the block as shown in this figure.

Requested by The FOS will sign this block.

Remarks Enter remarks necessary to explain any entry. If space is not adequate, enter " see reverse " and enter data on back of form. If form is prepared using electronic form filling software, enter "see continuation sheet" and enter data on an 8 1/2" by 11" paper. Attach this paper to the DA Form 3294.

Notes:

1. When operating under a pull system, the actual number of items requested depends on using good food management practices; taking into consideration the number of persons supported, remote feeding sites, the amount of rations remaining from previous issues, the issue factors per 50, and the pack size of the item.
2. Issue factors are contained in paragraph 4-14.
3. When issuing items of multiple types or flavors, the issue factors are given for total quantity of the item per 50, regardless of the type or flavor. For example, an issue factor for UHT milk of 2 cases per 50 means two cases of any one flavor or one case each of two different flavors.

Figure 4-3. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

RATION REQUEST/ISSUE/TURN-IN SLIP													DATE (YYYYMMDD)			
To: QM BDE DINING FACILITY													Request			
From: HHC, 236th BN													Issue		x	
Consumption date(s)													Turn-in			
Number of meal(s) requested													Issue			
Items	UI	B	L	D	B	L	D	B	L	D	Total	Supply action	Unit price	Dollar value		
UGR H&S Entrees	PAN	8									8					
UGR H&S Vegetables	PAN	6									6					
UGR H&S Dessert	PAN	6									6					
UHT Milk, White, 1/2 pt	EA	61									61					
UHT Milk, Choco, 1/2 pt	EA	47									47					
Cereal, Assorted, Ind,	EA	75									75					
Mixed Vegetables, #10 cn	CN	2									2					
Green Beans, #10 cn	CN	3									3					
Fruit Cocktail, #10 cn	CN	4									4					
Hominy Grits	CO	6									6					
MRE	EA	32									32					
Requested by:				Issued by: JOHN MORRIS, SFC				Issued by:				Total dollar				
Received by:				Received by: ROBERT D. BELL, SFC				Received by:				Control no.				
Page no. 1	No. of pages 1	Remarks:														

DA FORM 3294, JUL 2002

DA FORM 3294-R, JUN 1990, IS OBSOLETE.

USAPA V1.00

Figure 4-4. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions

a. *Purpose.* DA Form 3294 is used to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR modules, boxes of MREs and loose UGR components.

b. *Transfer procedures.* To make a transfer to another field kitchen or to the garrison dining facility, the FOS must prepare a DA Form 3294 (2 copies). DA Form 3294 will be prepared as shown below. Leave blank lines or columns with no instructions.

Completion instructions:

To Enter the designation of the field kitchen or garrison dining facility to whom transfer is being made.

From Enter the designation of the field kitchen preparing and submitting the transfer.

Issue Place an X in the issue block and enter the date the rations are transferred.

Items List the items to be transferred. All UGR-H&S entrees will be listed as one item. The same will be true for individual pans of vegetables, starches, and desserts. Other subsistence items (non-self service) will be listed separately.

U/I Enter box, pan, pound, and so on, as appropriate.

Total For each line item transferred, add quantities and enter the total.

Issued by The person making the transfer will sign in this block.

Received by The person receiving the transfer will sign in this block.

Remarks Enter remarks necessary to explain any entry. If space is not adequate, enter " see reverse " and enter the data on back of form. If form is prepared using electronic form filling software, enter "see continuation sheet" and enter data on an 8 1/2" by 11" paper. Attach this paper to the DA Form 3294.

Figure 4–4. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

a. *Purpose.* DA Form 3294 is used to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR modules, boxes of MREs and loose UGR components.

b. *Turn-ins.* Turn-ins will be accomplished according to the following procedures. To make a turn-in to a Class I supply activity, the FOS will prepare DA Form 3294 (3 copies). Items that do not appear on the preprinted form must be listed on a blank DA Form 3294. DA Form 3294 will be completed as shown in this figure. Leave blank any lines or columns that contain no instructions.

Completion instructions:

To Enter the designation of the supply activity (DSU, GS, or TISA) to which the turn-in is being sent.

From Enter the designation of the field kitchen preparing and submitting the turn-in.

Turn-in Place an X in the turn-in block and enter the date the rations are turned in.

Item Use the preprinted DA Form 3294 for all items listed. For all items not listed on the preprinted DA Form 3294, a blank form must be prepared. Enter the nomenclature, NSN, and can size (if available) for each item listed on the blank form.

U/I Enter box, pan, pound, and so on, as appropriate.

Total Enter the total quantity of each line item to be turned in.

Supply action The supply point will enter the total quantity of each line item turned in.

Issued by The person making the turn-in will sign in this block.

Received by The supply activity receiving personnel will sign in this block, acknowledging the turn-in.

Remarks Enter remarks necessary to explain any entry. If space is not adequate, enter " see reverse " and enter data on back of form. If form is prepared using electronic form filling software, enter "see continuation sheet" and enter data on an 8 1/2" by 11" paper. Attach this paper to the DA Form 3294.

Figure 4–5. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

4-14. Authorized enhancements and supplements

All UGR menus must be supplemented by bread and milk to meet The Surgeon General (TSG) nutrition requirements. The UGR may also be enhanced with the following items to increase meal variety and soldier acceptance.

- a. Fresh fruits can be made available at all UGR meals. Two different fruit varieties per meal are authorized.
 - (1) The fruits listed below have an issue factor of 18 pounds per 50 persons.
 - (a) Apples.
 - (b) Bananas.
 - (c) Oranges.
 - (d) Pears.
 - (e) Plums.
 - (2) Summer seasonal fresh fruit is allowed and amounts are based on 50 persons.
 - (a) Cantaloupes, 12 lb.
 - (b) Honeydew, 21 lb.
 - (c) Nectarines, 18 lb.
 - (d) Watermelons, 26 lb.
- b. For the breakfast meal assorted dry cereal (bowl packs) are authorized. Issue 50 individual bowl packs per 50 persons. When dry cereal is served, an additional 1/2 pint of UHT or fresh milk per person is required.
- c. A salad option is also available with the authorized enhancement grouping. Salad, mixed, bag, 5 pounds, is authorized per 50 persons. Other optional salad items may be ordered when salad option is selected.
 - (1) Cucumbers, 2 lb.
 - (2) Onions, yellow dry, peeled, 2 lb.
 - (3) Radishes, fresh, red, 1/2 lb.
 - (4) Spinach, fresh, ready-to-use, 2 lb.
 - (5) Tomatoes, 6 lb.
 - (6) Lemons, fresh, 2 lb.
 - (7) Salad dressing, assorted, light or regular (blue cheese, French, Italian, ranch, and thousand island) issue, 150 individual 7/16 oz packages. Two different salad dressings are authorized per meal.
- d. When a hamburger meal is served, the following fresh items may be authorized. These menu items and issue factors are per 50 persons.
 - Tomatoes, fresh - issue 6 lb.
 - Onion, yellow, peeled - issue 3 lb.
 - Lettuce, fresh - issue 4 lb.
 - Cheese, American, sliced - issue 5 lb.
- e. Commercial bread (rye, white, wheat, or raisin) and milk (UHT or fresh) are supplements to all UGR group ration menus and must be included with each meal to comply with the Office of the Surgeon General (OTSG) nutrition requirements. Pouch bread is available when there is a requirement for bread and commercial bread cannot be provided.

4-15. Receiving procedures

The FOS must ensure that all subsistence obtained from either a Class I break point or TISA for the forward kitchen site is inspected for condition and that the quantities listed in the supply action column of DA Form 3294 are verified before acceptance at the kitchen site.

4-16. Ration accountability

- a. Accountability and audit trail for UGR-H&S are maintained by meal type (B, L, D) and main entree count. Accountability and audit trail for UGR-A are maintained by meal type (B, L, D) and meal count. Accountability and audit trail for MRE (or other individual type ration) are maintained by individual meal package. An audit trail for ration components is possible through an analysis of items received as recorded on DA Form 3294 and disposition support data as listed on DA Form 5914 in column d.
- b. UGR-A rations and MED supplements items used for simulated or actual patient feeding are accounted for on the medical field production schedule instead of DA Form 3034.
- c. Upon receipt of rations from a Class I activity, record main entrée or meal data on DA Form 5914. A separate form will be maintained for each different type of ration (UGR-A, UGR-H&S, and MED and arctic supplements).

Separate forms will be used to record B, L, D entrees (UGR-H&S only) as required. A separate form will be used for each type of individually packaged ration (MRE or MCW/LRP or commercial box lunch) received by the kitchen.

d. When rations are issued for preparation, they will be posted to the DA Form 5914. UGR-H&S ration accountability is shown in figure 4-6. The posting and accounting of UGR-A rations is in figure 4-7.

e. Issues by the kitchen for airlift will be posted by the FOS on the DA Form 5914, listing aircraft tail number (in column h).

f. UGR-H&S items that are to be discarded after two heatings or when determined by the FOS to be unfit for consumption will be entered on the DA Form 5914 per the sample, figure 4-6. Heat and serve pans that have been heated once will be marked with an "H."

g. All perishable subsistence items drawn for a specific meal must be prepared and served. Prepared foods will be served, served as seconds or discarded. These items must be prepared and served because they cannot be held at the required safe temperature. The FOS must ensure that particular attention is paid to the actual number of personnel to be served when requesting perishable rations.

RATION CONTROL SHEET								1. PAGE 1 OF 1	
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
2. UNIT HHC, 236th BN, QM BDE, FT. LEE, VA				3. TYPE OF RATION <input checked="" type="checkbox"/> UGR-H&S <input type="checkbox"/> UGR-A <input type="checkbox"/> MRE <input type="checkbox"/> OTHER LUNCH/DINNER MODULES				4. PERIOD 21 - 27 July 2002	
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20020721	20	1000			1000		CO A, 236th BN	JOHN MORRIS, SFC	
20020721				250	750	248	(MKT) CO A, 236th BN	PETE SMITH, SSG, (1st Cook)	JM
20020721				36	714	32	1st PLT, CO A, 236th BN	ANDREW SCOTT, SFC	JM
20020722				250	464	235	(MKT) CO A, 236th BN	PETE SMITH, SSG, (1st Cook)	JM
20020722				36	428	21	1st PLT, CO A, 236th BN	ANDREW SCOTT, SFC	JM
20020723	20	1000			1428		CO A, 236th BN	JOHN MORRIS, SFC	
20020723				250	1178	240	(MKT) CO A, 236th BN	PETE SMITH, SSG, (1st Cook)	JM
20020723				100	1078	55	1st PLT, CO A, 236th BN	ANDREW SCOTT, SFC	JM
20020723			36 (1)		1114		CO A, 236th BN	PETE SMITH, SSG, (1st Cook)	AS
20020724				300	814	298	CO A, 236th BN	PETE SMITH, SSG, (1st Cook)	JM
20020725				400	414	367	(MKT) CO A, 236th BN	PETE SMITH, SSG, (1st Cook)	JM
20020725			18 (2)		414		DISCARDED	CHARLES WILLIAM, CPT	
20020726				350 (3)	64		1st FSB	MATTHEW DODDS, SFC	JM
20020727				64 (4)	0		DFAC, QM BDE	ROBERT D. BELL, SFC	JM
5. REMARKS (1) 36 Entrees returned from 1st PLT, CO A, 236th BN, (Heated Once) (2) 18 Entrees returned from MKT. Discarded, (Heated Twice) (3) 4 Unopened modules returned to Class I point. (4) 5 Entree Pans from open module issued to QM BDE Dining Facility.								6a. REVIEWED BY LINDA PATTON, MSG	
								6b. DATE (YYYYMMDD) 20020729	

DA FORM 5914, JUL 2002

REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984.

USAPA V1.00

Figure 4-6. Sample DA Form 5914 (Ration Control Sheet) and instructions

-
- 1. Page ___ of ___** Enter the page number of the individual sheet and the total number of pages used to provide accountability of rations.
- 2. Unit** Enter the name of the organization.
- 3. Type of ration** Enter an X in the appropriate block of the type ration being accounted for on this form. See notes #1 and #2.
- 4. Period** Enter the inclusive dates of the TFA/FD training.
- a. Date** Enter the date of each transaction. Transactions are receipts, issues, discards, returns from unit, turn-in to supply point, or transfer to garrison dining facility.
- b. Modules drawn** Enter the number of modules received as reflected on the DA Form 3294. See note #3.
- c. Meals drawn** Enter the number of available main entrée meals only. This figure is determined by multiplying the number of modules as shown in column b, times the number of meals in the applicable module.
- d. Meals returned** When any main entrée (when issued for consumption in the original shipping pan) is previously issued but returned to support kitchen it will also be entered here. The block will be slashed and annotated below the slash to reflect the amount of main entrees returned.
- e. Meals issued** Enter the number of main entree servings issued from stock on hand to the main kitchen for preparation, to be sent forward for on-site preparation or to an individual.
- f. Cum bal meals on hand** This is the total number of main entree servings currently on hand.
- g. No. of persons supported** Enter the number of persons anticipated to be subsisted. This figure is used to compute the quantities of any supplements and enhancements.
- h. Unit, individual activity issued to** Indicate the squad, platoon, or company to which meals were issued. If meals were returned to the kitchen, discarded, transferred, or returned to a supply activity, it will be noted here and in column c or d.
- i. Signature of individual receiving meal** The person receiving meals will enter rank and signature in this column. When issue is for airlift, the aircraft tail number will be entered. This column will contain the signature of the food service officer or commander only if items were listed in column h as discarded or destroyed.

Figure 4–6. Sample DA Form 5914 (Ration Control Sheet) and instructions—Continued

j. Issued by The person effecting the issue and preparing this form will enter initials in this column.

5. Remarks Enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through h or that will enhance management control of rations.

6a. Reviewed by The person reviewing the form will sign in this block.

6b. Date Enter the date that the reviewer signs the form.

Notes:

1. A separate DA Form 5914 will be used to account for each type ration. When accounting for UGRs, use a separate form for Breakfast entree items and Lunch/Dinner entree items.

2. When the "Other" block is checked, enter the nomenclature of this ration in the Remarks block. When UGR-A or UGR-H&S are checked, indicated whether it is the breakfast or lunch/dinner meal.

3. When this form is used to account for a ration other than UGR-A or UGR-H&S column b will not be used.

Figure 4–6. Sample DA Form 5914 (Ration Control Sheet) and instructions—Continued

RATION CONTROL SHEET								1. PAGE 1 OF 1	
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
2. UNIT HHC, 236th BN, QM BDE, FT LEE, VA				3. TYPE OF RATION <input type="checkbox"/> UGR-H&S <input checked="" type="checkbox"/> UGR-A <input type="checkbox"/> MRE <input type="checkbox"/> OTHER Breakfast Modules				4. PERIOD 21 - 24 July 2002	
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20020720	20	1000			1000			JOHN MORRIS, SFC	
20020721				250	750	237	HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020721				130	620	121	A Co, 236th	STEVEN MURPHY, 1SG	JM
20020721				35	585	32	1st, PLT, B Co, 236th BN	ANDREW SCOTT, SFC	JM
20020722				150	435	140	HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020722				130	305	121	A Co, 236th	STEVEN MURPHY, 1SG	JM
20020722				35	270	32	1st, PLT, B Co, 236th BN	ANDREW SCOTT, SFC	JM
20020722	10	500			770			JOHN MORRIS, SFC	
20020723				225	545	212	HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020723				130	415	118	A Co, 236th BN	STEVEN MURPHY, 1SG	JM
20020723				30	385	27	1st, PLT, B Co, 236th BN	ANDREW SCOTT, SFC	JM
20020724				225	160	212	HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020724				130	30	124	A Co, 236th BN	STEVEN MURPHY, 1SG	JM
20020724				30	0	27	1st PLT, B Co, 236th BN	ANDREW SCOTT, SFC	JM
5. REMARKS							6a. REVIEWED BY LINDA PATTON, MSG		
							6b. DATE (YYYYMMDD) 20020729		

DA FORM 5914, JUL 2002

REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984.

USAPA V1.00

Figure 4-7. Sample DA Form 5914 (Ration Control Sheet) and instructions

1. Page__ of__ Enter the page number of the individual sheet and the total number of pages used to provide accountability of rations.

2. Unit Enter the name of the organization.

3. Type of ration Enter an X in the appropriate block of the type ration being accounted for on this form. See notes 1 and 2.

4. Period Enter the inclusive dates of the TFA/FD training.

a. Date Enter the date of each transaction. Transactions are receipts, issues, discards, returns from unit, turn-in to supply point, or transfer to garrison dining facility.

b. Modules drawn Enter the number of modules received as reflected on the DA Form 3294. See note #1.

c. Meals drawn Enter the number of available main entrée meals only. This figure is determined by multiplying the number of modules as shown in column b, times the number of meals in the applicable module.

d. Meals returned Leave blank.

e. Meals issued Enter the number of main entree servings issued from stock on hand to the main kitchen for preparation, to be sent forward for on-site preparation or to an individual.

f. Cum bal meals on hand This is the total number of main entree servings currently on hand.

g. No. of persons supported Enter the number of persons anticipated to be subsisted. This figure is used to compute the quantities of any supplements and enhancements.

h. Unit, individual activity issued to Indicate the squad, platoon, or company to which meals were issued. If meals were returned to the kitchen, discarded, transferred, or returned to a supply activity, it will be noted here and in column c or d.

i. Signature of individual receiving meal The person receiving meals will enter rank and signature in this column. When issue is for airlift, the aircraft tail number will be entered. This column will contain the signature of the food service officer or commander only if items were listed in column g as discarded or destroyed.

j. Issued by The person effecting the issue and preparing this form will enter initials in this column.

Figure 4–7. Sample DA Form 5914 (Ration Control Sheet) and instructions—Continued

5. Remarks Enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through h or that will enhance management control of rations.

6a. Reviewed by The person reviewing the form will sign in this block.

6b. Date Enter the date that the reviewer signs the form.

Notes:

1. A separate DA Form 5914 will be used to account for each type ration. When accounting for UGR-H&S, use a separate form for Breakfast entree items and Lunch/Dinner entree items.

2. When the "Other" block is checked, enter the nomenclature of this ration in the Remarks block.

3. When this form is used to account for a ration other than UGR-A or UGR-H&S column b will not be used.

Figure 4-7. Sample DA Form 5914 (Ration Control Sheet) and instructions—Continued

4-17. Turn-ins and transfers

a. All unopened UGR-A or UGR-H&S modules and unopened boxes of MREs will be turned in through supply distribution channels to the supporting Class I or TISA per the turn-in schedule established by the TISA. Turn-in will be effected on a DA Form 3294. When turned in to the TISA or Class I point, the meal amount will be posted to the unit's DA Form 5914 as noted in the samples, figures 4-6 and 4-7.

b. For training or training operations conducted in an OCONUS environment when lack of transportation precludes return of excess rations to the home station, the MACOM will be contacted for disposition instructions.

c. At the end of training, all loose MRE meals and excess UGR-H&S pans will be transferred to another support kitchen or to the supporting garrison dining facility. The following procedures apply to the transfer of loose excess items:

(1) Loose leftover UGR-H&S pans that have never been heated or heated only once will be transferred from the field kitchen to another field kitchen or the home station garrison dining facility. Rations are transferred at no cost to the dining facility. Pans are listed by type of menu item (for example, entrée, vegetable, starch, dessert).

(2) Loose individual MREs will be transferred from the field kitchen to another field kitchen or the home station garrison dining facility.

(3) In addition, the total number of meals transferred will be posted to the field kitchen DA Form 5914 to complete the audit trail for those meal components that were not consumed during field training.

(4) Transfers of all excess items to another field kitchen or the garrison facility will be listed on a DA Form 3294. The authorized representative of the garrison dining facility receiving the items will sign the DA Form 3294.

4-18. End of training

a. It is the commander's responsibility to ensure that all subsistence is controlled and is properly used and accounted for. Food supervisory personnel will review field kitchen records upon return from field training. Any difference identified at the end of field training (on DA Form 5914) between total issues and disposition documentation will be surveyed per procedures in AR 735-5.

b. The field kitchen will take the following actions at the end of training.

(1) Turn in all excess subsistence (unopened modules, unopened MRE boxes) to the supporting Class I point or TISA. (See the sample of a completed DA Form 3294 in fig 4-5.)

(2) Transfer remaining subsistence (UGR-H&S pans, loose MREs, and UGR-A loose semiperishable ration components) to another forward kitchen or to the garrison dining facility. RC units will follow procedures in paragraph 4-19 below.

(3) Submit a DA Form 5913 to supporting Class I supply point or TISA for rations provided for flight/convoy to home station.

4-19. Active Army procedures for Class I returned to garrison

a. UGR ration components or MRE meals transferred to the garrison dining facility following training will be accounted for as follows:

- (1) Items will be transferred from the training site to the garrison account using the DA Form 3294. (See fig 4-4.)
- (2) MREs will be listed as individual meals.
- (3) UGR-A ration semiperishable components will be listed by individual item description. UGR-H&S rations will be listed as the number of individual pans of entrees, vegetables, desserts, and starches.
- (4) Upon receipt, the garrison FOS/food service manager will maintain an inventory (either a DA Form 5914 (see fig 4-8) or a locally developed document) for all items received from the training site.

b. When returned items are programmed for use in the garrison dining facility or used in support of training, they will be documented on both the DA Form 3034 and highlighted with a read through marker (same as leftover items) and the kitchen requisition as being used. Additionally, quantities used will be deducted from the on-hand balance as listed on the inventory.

c. The status (consumption, discard and administrative procedures) of returned subsistence items will be monitored during routine staff visits, but not less frequently than once quarterly for Active Army units and annually for RCs.

RATION CONTROL SHEET								1. PAGE 1 OF 1	
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
2. UNIT QM BDE DINING FACILITY, FT LEE, VA				3. TYPE OF RATION <input checked="" type="checkbox"/> UGR-H&S <input type="checkbox"/> UGR-A <input type="checkbox"/> MRE <input type="checkbox"/> OTHER Lunch/Dinner Residuals				4. PERIOD 08-28 July 2002	
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20020708		10 Entree			10			ROBERT D. BELL, SFC	
20020708		8 Starch			18			ROBERT D. BELL, SFC	
20020708		5 Veg			23			ROBERT D. BELL, SFC	
20020708		7 Dessert			30			ROBERT D. BELL, SFC	
20020710				6	24		LUNCH		
20020710				4	20		DINNER		
20020715		4 Entree			24			ROBERT D. BELL, SFC	
20020715		2 Dessert			26			ROBERT D. BELL, SFC	
20020715				12	14		LUNCH		
20020715				2	12		DISCARDED (1)	JEFFERY R. PROFFITT, CPT, FSO	
20020724				12	0		DINNER		
20020728		3 Entree			3			ROBERT D. BELL, SFC	
20020728		4 Starch			4			ROBERT D. BELL, SFC	
20020728				2	2		DINNER		
5. REMARKS * All entries in columns c-d reflect the number of UGR H&S pans and not meals as the column headings indicate* (1) Discarded two entree pans after leakage discovered								6a. REVIEWED BY LINDA PATTON, MSG	
								6b. DATE (YYYYMMDD) 20020802	

DA FORM 5914, JUL 2002

REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984.

USAPA V1.00

Figure 4-8. Sample DA Form 5914 (Ration Control Sheet) and instructions

Accountability for rations will be maintained in garrison throughout the fiscal year. Accounting for rations in garrison will be per the procedures below. A completed sample of DA Form 5914 for garrison accountability of individual UGR-H&S pans is contained in this figure.

- 1. Page ___ of ___** Enter the page number of the individual sheet and the total number of pages used to provide accountability of rations.
- 2. Unit** Enter the designation of the garrison dining facility.
- 3. Type of ration** Enter an X in the appropriate block of the type ration being accounted for on this form. See notes 1 and 2.
- 4. Period** Enter the dates covered by the report.
 - a. Date** Enter the date of any receipt or disposition of ration components covered by the report.
 - b. Modules drawn** Leave blank.
 - c. Meals drawn** For UGR-H&S rations, enter the total number of pans received. List individually the total amount of pans of entrée's, starch, vegetable, and dessert in contrast to only entree accountability under the field procedures. For MREs, enter the total number of meals received.
 - d. Meals returned** Leave blank
 - e. Meals issued** Enter the number of UGR-H&S pans used to support a meal or LTA feeding as reflected on the production schedule (DA Form 3034). When UGR-H&S rations must be discarded, the amount (pans) discarded will also be entered in this column. MRE meals will be accounted for as individual meals only.
 - f. Cumulative balance meals on hand** For UGR-H&S rations the report will reflect total pans on hand. MRE meals accountability will be the same as discussed for the field procedures (Figure 4-9).
 - g. Number of persons supported** Leave blank.
 - h. Unit, individual activity issued to** Reflect the meal in which items were used. When items must be discarded they will be entered here.
 - i. Signature of individual receiving meal** When pans are received at the facility, the person receiving will enter his or her rank and sign in this column. The food service officer or commander will also complete this column only if items were listed in column g as discarded. This signature reflects that the pans were discarded or destroyed.
 - j. Issued by** Leave blank.
- 5. Remarks** Enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through h or that will enhance management control and audit of rations. For all UGR-A meals drawn, the number of main entrees issued in column d should equal the number of persons to be supported as reflected in column f.
- 6a. Reviewed by** The person reviewing the form will sign in this block.
- 6b. Date** Enter the date that the reviewer signs the form.

Notes:

1. A separate DA Form 5914 will be used to account for each type ration. When accounting for UGR-H&S, use a separate form for Breakfast entree items and Lunch/Dinner entree items.
2. When the "Other" block is checked, enter the nomenclature of this ration in the Remarks block.

Figure 4-8. Sample DA Form 5914 (Ration Control Sheet) and instructions—Continued

4-20. Reserve Component procedures for Class I at end of training

a. Unit commanders will ensure that food service personnel program the use of excess ration components (UGR) as a part of meals to be served prior to departure to home station. Utilization as a component of convoy meals, or transferred to incoming or departing RC units prior to departure from the CONUS or OCONUS training site.

b. RC unit commanders are authorized to return UGR—A semiperishable individual components, UGR—H&S individual components, or individual operational rations to home station, armories, or Reserve Centers. All full modules not required to support immediate needs or movement to home station will be turned in (Class I point) prior to departure from the training site.

4-21. Class I support activity

a. The AFFS procedures described in this pamphlet are based on a pull system. The characteristics of a pull system are as follows:

(1) A pull system has the lowest user element (field kitchen) placing a demand on the Class I supply system. The demand is processed through the supply system. Subsistence is then sent forward to satisfy the field kitchen's request.

(2) A pull system provides tight control of subsistence while being responsive to the users' desires, but requires longer ordering lead times than a push system, normally 5 to 7 days between the date the meals are requested and the date the meals are served.

b. Under wartime conditions and often under initial training conditions, a push system maybe used to fill the supply pipeline. Under a push system, a command-planning cell determines the types and amounts of rations to be shipped to each Class I supply point. Quantities and types of rations ordered and shipped under the push system are based on anticipated troop strength, unit locations, type of operations, and feeding capabilities. A push system ensures that rations are available in the operations area; however, rations may not be in the right supply point in sufficient quantity to support units, and units have limited control over the types of rations they receive.

c. When organizations participate in training exceeding battalion size, several levels of supply activities may be established to support unit kitchens with Class I supply. When levels of Class I supply exist, the designated Class I officer at the highest level of supply is responsible for submitting the required personnel data to the supporting TISA.

d. The designated or accountable Class I officer for the training or training operation is responsible for ensuring that all reports, accountable documents, and end-of-field-training accountability procedures are completed.

e. Medical diet supplements to support modified diet preparation will be requested by the hospital food service specialist as a module. Medical unique items will be requested prior to training. Quantities are dependent on expected inpatient feeding requirements.

4-22. Class I procedures when TISA does not provide direct support

a. Training operations supported by a MACOM-designated TISA that does not provide direct support to the training operation the designated Class I officer will provide the designated TISA with—

(1) Subsistence requirements.

(2) Training menu(s), required delivery dates, and "ship to" addresses.

(3) A signed, dated copy of all receiving documents when the depot ships to "ship to" address.

b. Class I procedures for receiving shipments of subsistence directly from DSCP are as follows. The receiving personnel will—

(1) Count the subsistence supplies received. Compare the counted quantity to the amount entered on DD Form 1348-1A.

(2) If quantity counted is the same as annotated on the DD Form 1348-1A, check or circle the amount entered in block Q of the DD Form 1348-1A.

(3) If quantity counted differs from the amount entered on the receiving document, annotate the actual quantity in block Q.

(4) Acknowledge receipt of the subsistence by signing name and dating block 7 on the DD Form 1348-1A.

(5) When a printed DD Form 1348-1A is not received, prepare a handwritten DD Form 1348-1 for all items received, by nomenclature, unit pack, quantity, and price (if available).

(6) Verify data on the Government bill of lading (GBL) and other movement documents.

(7) Record any discrepancies on the GBL.

(8) Immediately forward a signed and dated copy of all shipping/receiving documents to the supporting TISA.

(9) Prepare SF 364 for any discrepancy encountered (for example, short shipment/overshipment). The original SF 364 will be sent to the supporting TISA for input to DSCP.

(10) Prepare SF 361 (Transportation Discrepancy Report) when seals are not intact or the seal number is different, and there is a shortage in the shipment. The original SF 361 will be sent to the supporting TISA for input to DSCP.

4-23. Requesting procedures at supply point

a. Each level of supply must consolidate, prior to forwarding, all requests received from the supported field kitchens. All DA Forms 3294 will be prepared in a minimum of three copies. Originators will retain copy number 3 and forward copies 1 and 2 to the next level of supply.

(1) Requests for UGR-A and UGR-H&S rations will be consolidated by number of modules requested for each menu.

(2) Requests for enhancements will be converted to quantities required, using the established issue factors for the requested item and the number of servings requested.

(3) Total quantities required will be adjusted based on any on-hand inventory.

b. Preparation instructions for DA Form 3294 for support activities are at figures 4-9 through 4-12.

RATION CONTROL SHEET								1. PAGE 1 OF 1	
For the use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.									
2. UNIT HHC, 236th BN, QM BDE, FT LEE, VA				3. TYPE OF RATION <input type="checkbox"/> UGR-H&S <input type="checkbox"/> UGR-A <input checked="" type="checkbox"/> MRE <input type="checkbox"/> OTHER				4. PERIOD 21 - 26 July 2002	
a. DATE (YYYYMMDD)	b. MODULES DRAWN	c. MEALS DRAWN	d. MEALS RETURNED	e. MEALS ISSUED	f. CUM BAL MEALS ON HAND	g. NO. OF PERSONS SUPPORTED	h. UNIT, INDIVIDUAL ACTIVITY ISSUED TO	i. SIGNATURE OF INDIVIDUAL RECEIVING MEAL	j. ISSUED BY
20020720		996			996			JOHN MORRIS, SFC	
20020721				252	744		HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020721				32	712		1st PLT, A Co, 236th BN	ANDREW SCOTT, SFC	JM
20020721				108	604		B Co, 236th BN	STEVEN MURPHY, 1SG	JM
20020722				360	244		HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020723		996			1240			JOHN MORRIS, SFC	
20020723				252	998		HHC (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020723				144	844		B Co, 236th BN	STEVEN MURPHY, 1SG	JM
20020723			38 (1)		882			JOHN MORRIS, SFC	
20020724				300	582		HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020724				144	438		B Co, 236th BN	STEVEN MURPHY, 1SG	JM
20020725				348	90		HHC, (MKT)	PETE SMITH, SSG, (1st Cook)	JM
20020726				6 (2)	84		QM BDE DFAC	ROBERT D. BELL, SFC	JM
20020726				84 (3)	0		1st FSB	MATTHEW DODDS, SFC	JM
5. REMARKS (1) 38 MREs returned from CO B, 236th BN (2) 6 MREs turned in to QM BDE DFAC (3) 84 MREs (7 unopened cases) turned in to Class I point								6a. REVIEWED BY LINDA PATTON, MSG	
								6b. DATE (YYYYMMDD) 20020729	

DA FORM 5914, JUL 2002

REPLACES DA FORM 5914-R, JUN 1990, AND DA FORM 5309-R, AUG 1984.

USAPA V1.00

Figure 4-9. Sample DA Form 5914 (Ration Control Sheet) and instructions

1. Page ___ of ___ Enter the page number and total number of pages used to provide accountability for individual operational rations.

2. Unit Enter the designation of the unit.

3. Type of ration Enter an X in the appropriate box. See note #1.

4. Period Enter the accounting period in which the transactions will take place.

a. Date Enter the date in which the transaction took place. See note #2.

b. Modules drawn Leave blank

c. Meals drawn Enter the number of meals drawn.

d. Meals returned Enter the number of individual operational rations turned in by requesting units or individuals.

e. Meals issued Enter the number of meals issued to units, groups, or individuals.

f. Cum bal on hand Enter the balance of meals on hand after each transaction.

g. No. of persons supported Leave blank.

h. Unit, individual activity issued to Enter the name of the unit, group, or individual and unit who received the rations.

i. Signature of individual receiving meal The person authorized to receive meals will sign here and enter rank.

j. Issued by The person who issued the meals will enter his or her initials here.

5. Remarks Enter all relevant information clarifying any transactions or actions taken that are not clear in columns b through h or that will enhance management control and audit of rations. For all individual meals drawn, the number of main entrees issued in column d should equal the number of persons to be supported as reflected in column f.

6a. Reviewed by The person reviewing the form will sign in this block.

6b. Date Enter the date that the reviewer signs the form.

Notes:

1. A separate DA Form 5914 will be used to account for each type ration. When accounting for UGR-H&S, use a separate form for Breakfast entree items and Lunch/Dinner entree items.

2. The term transaction is defined as: when the Cum Bal on hand, item f, is changed.

Figure 4–9. Sample DA Form 5914 (Ration Control Sheet) and instructions—Continued

RATION REQUEST/ISSUE/TURN-IN SLIP													DATE (YYYYMMDD)			
To: HQ, Inf Div													Request	x	20020718	
From: CDR, 1st FSC													Issue			
Consumption date(s) 21 JULY 2002													Turn-in			
Number of meal(s) requested													Issue			
Items	UI	B	L	D	B	L	D	B	L	D	Total	Supply action	Unit price	Dollar value		
UGR H&S Breakfast Menu #1 1MO per 50	MO										65					
UGR-A Dinner Menu #1 1 MO per 50	MO										65					
UHT Milk, 1/2 pt, 50 CO per 50 White	CS										246					
Chocolate	CS										123					
Cereal, Assorted, Ind 50 EA per 50	CS										33					
Fresh fruit, 18 LB per 50 Apples	LB										1,170					
Oranges	LB										1,170					
Salad, Mixed 5-lb BG per 50	BG										65					
Tomatoes, 6 LB per 50	LB										390					
Salad Dressing, Ind. 1BX per 50 Blue Cheese	BX										33					
Italian	BX										33					
MRE	BX										273					
Requested by:		Issued by:					Issued by:					Total dollar				
Received by:		Received by:					Received by:					Control no.				
Page no.	No. of pages	Remarks:														
1	1															

DA FORM 3294, JUL 2002

DA FORM 3294-R, JUN 1990, IS OBSOLETE.

USAPA V1.00

Figure 4-10. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions

a. *Purpose.* DA Form 3294 is used to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR-A and UGR-H&S modules/boxes of MREs and loose A ration (semi-perishable) components.

b. *Procedure.* Issues to field kitchens will be accomplished on the document submitted by the requester for ration items.

c. *Request.* The supply point will consolidate the requests from the field kitchens, consider the on-hand stocks at the Class I point, and prepare a request on DA Form 3294 (3 copies), to the next level of supply or TISA. The supply point will complete the blocks as indicated in this figure on the DA Form 3294. Leave blank lines or columns with no instructions.

Completion instructions:

To Enter the designation of the supply activity to whom request is submitted.

From Enter the unit designation of the supply point preparing the request.

Request Place a mark in the Request block and enter the date the request is submitted.

Consumption date(s) Enter the date the rations are to be consumed.

Items Enter the module NSN and the menu number.

U/I Change the requested servings for bread and fruit to pounds. Change the requested containers for milk and each for cereal to cases.

Total Enter on each line the total quantity of each item required, considering the on-hand stocks. When supplements and enhancements are requested, the supporting Class I will compute the quantity required based on the number of servings requested by the FOS.

Requested by The Class I officer or noncommissioned officer in charge (NCOIC) will sign this block.

Remarks Enter any remarks necessary to explain any entries on the form.

Figure 4–10. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)					
To: TISA, Camp Somewhere												Request	x	20020717			
From: HQ, Inf Div												Issue					
Consumption date(s) 21 JULY 2002												Turn-in					
Number of meal(s) requested												Issue					
Items	UI	B	L	D	B	L	D	B	L	D	Total	Supply action	Unit price	Dollar value			
UGR H&S Breakfast Menu #1 1MO per 50	MO										195						
UGR-A Dinner Menu #1 1 MO per 50	MO										195						
UHT Milk, 1/2 pt. 50 CO per 50 White	CS										738						
Chocolate	CS										369						
Cereal, Assorted, Ind 50 EA per 50	CS										99						
Fresh fruit, 18 LB per 50 Apples	LB										3,510						
Oranges	LB										3,510						
Salad, Mixed 5-lb BG per 50	BG										195						
Tomatoes, 6 LB per 50	LB										1,170						
Salad Dressing, Ind, 1BX per 50 Blue Cheese	BX										99						
Italian	BX										99						
MRE	BX										819						
Requested by: DEREK WILSON, CPT												Issued by:		Issued by:		Total dollar	
Received by:												Received by:		Received by:		Control no.	
Page no. 1	No. of pages 1	Remarks:															

DA FORM 3294, JUL 2002

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Figure 4-11. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions

a. *Purpose.* DA Form 3294 is used to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR-A and UGR-H&S modules/boxes of MREs and loose A ration (semi-perishable) components.

b. *Request.* Depending on the size of the training operation, the highest level of Class I support will be designated the Class I officer for the operation. The designated Class I officer/supply point may be at any level within the supply structure for the operation. The designated Class I officer/supply point will consolidate the requests from the field supply points and/or kitchens. Consider the on-hand stock at the Class I point and prepare a request (3 copies) on DA Form 3294, to the TISA. The designated Class I will complete the following blocks on the DA Form 3294. Leave blank lines or columns with no instructions.

Completion instructions:

To Enter the designation of the TISA to whom the request is submitted.

From Enter the unit designation of the supply point preparing the request.

Request Place a mark in the Request block and enter the date the request was submitted.

Consumption date(s) Enter the date the rations are to be consumed.

Items Enter the module NSN and the menu number.

U/I Enter the standard unit of issue description.

Total Enter on each appropriate line the total quantity (consolidated from all supply point requests) of each item required.

Requested by The Class I officer or NCOIC will sign this block.

Remarks Enter any other remarks needed to explain or clarify any entry on the DA Form 3294.

Figure 4–11. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)							
To: 1 st FSC, Camp Somewhere												Request	x	20020718					
From: HHC, 236TH BN												Issue	x	20020720					
Consumption date(s) 21 JULY 2002												Turn-in							
Number of meal(s) requested												Issue							
Items	UI	B	L	D	B	L	D	B	L	D	Total	Supply action	Unit price	Dollar value					
UGR H&S Breakfast Menu #1 1MO per 50	MO	10									10	10							
UGR-A Dinner Menu #1 1 MO per 50	MO			10							10	10							
UHT Milk, 1/2 pt, 50 CO per 50 White	CO	750		250							1,000	1026							
Chocolate	CO	250		250							500	513							
Cereal, Assorted, Ind 50 EA per 50	EA	500									500	576							
Fresh fruit, 18 LB per 50 Apples	SV			250							250	90#							
Oranges	SV			250							250	90#							
Salad, Mixed 5-lb BG per 50	BG			10							10	10							
Tomatoes, 6 LB per 50	SV			500							500	60#							
Salad Dressing, Ind, 1BX per 50 Blue Cheese	EA			5							5	5							
Italian	EA			5							5	5							
MRE	BX		42								42	42							
Requested by: JOHN MORRIS, SFC														Issued by: THOMAS PAGE, SFC		Issued by:		Total dollar	
Received by:														Received by: JOHN MORRIS, SFC		Received by:		Control no.	
Page no. 1	No. of pages 1	Remarks:																	

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Figure 4-12. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions

The Class I supply activity will complete the issue on copies of the DA Form 3294 submitted from the field kitchen as follows. Leave blank lines or columns with no instructions.

Completion instructions:

Issue Mark the issue block and enter the date issue is affected.

Supply action Enter the quantity of supplies issued for each line item.

Issued by The person making the issue will sign this block. A copy of the signed DA Form 3294 will be sent with the rations to the field kitchen.

Received by The individual receiving the supplies will sign in this block. If issue is to other than a representative of the receiving unit (for example, truck driver from a transportation company or crew chief for airlift), enter the truck bumper number or aircraft tail number as appropriate.

Figure 4–12. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

4–24. Receiving procedures at supply point

- a. Each level of supply will record receipt of subsistence on the requesting DA Form 3294 that accompanies the shipment.
- b. The procedures to record receipt of subsistence are as follows:
 - (1) Check item quantity as listed on the accompanying DA Form 3294 to ensure that requested quantities are received.
 - (2) Annotate the supply column with the quantity actually received, if different from that indicated in the column. Notify the next higher level of supply when differences occur, to prevent shortages.
 - (3) Sign the DA Form 3294. Receiving persons will retain a copy of completed DA Form 3294 for their records.

4–25. Issuing procedures at supply point

- a. A schedule of issues containing, as a minimum, request/issue dates, menu numbers, and turn-in dates will be established and published as part of the training logistics plan and/or letter of instruction. Individual copies will be provided to each level of supply and field kitchen.
- b. Issues by the supply points to field kitchens will be on the same requesting DA Form 3294 submitted to the supply points. Supply points are responsible for ensuring that each supported unit is issued subsistence based on the requesting DA Form 3294. (See example in fig 4–11.)
- c. Issuing personnel will ensure that the unit representative receiving the supplies signs the DA Form 3294.
- d. Issues delivered by aircraft will be on the requesting unit's DA Form 3294. The shipping supply point representative will annotate the aircraft tail number and date and sign the DA Form 3294 when supplies are issued to a member of the aircraft crew. A signed copy of DA Form 3294 will accompany the issue to the requesting unit.
- e. Bulk issues delivered by truck will be on the requesting unit's DA Form 3294. The shipping supply point representative will annotate the vehicle number and date and sign the DA Form 3294 when supplies are issued to the driver.
- f. Preparation instructions for DA Form 3294 are at figures 4–9 through 4–12.

4–26. Inventories

- a. Inventories may be conducted under the following conditions:
 - (1) The Class I officer will determine whether inventories are required and, if required, the type of inventory to be conducted at each supply activity.
 - (2) Since the FSB supply point does not maintain an inventory, a daily informal inventory may be prescribed as a management tool only. When the inventory is required, it will be on a DA Form 3294, with items listed in the Item column and the quantity on hand being listed in the Total column.

- b.* Copies of the inventories will be maintained with training operation files.

4-27. Accountability transfers

- a.* When accountability is transferred from one Class I unit to another unit, the following procedure will be used:
 - (1) The departing unit and the incoming unit will inventory all Class I supplies on hand after the last issue for the day.
 - (2) Each unit will maintain a signed copy of the inventory with the field training files.
- b.* When the accountable Class I officer changes, the following procedure will be used:
 - (1) The incoming and outgoing officers will make a separate inventory. Each will post counted quantities to DA Form 3294. They will reconcile the quantities recorded when counts are completed and re-count items that do not agree until both counts are the same.
 - (2) After inventories agree, each officer will date and sign the other's inventory.
 - (3) Both officers will retain a copy of the signed, dated inventory. A copy will be retained in the management center files established for the training operation.

4-28. Turn-in procedures

- a.* Turn-ins by the field kitchen or supply point will be on DA Form 3294 (sample at fig 4-13) per the established schedule and Class I procedures.
- b.* Each ration module and MRE box will be listed by NSN and quantity being turned in. Each loose UGR-A ration component will be listed separately by NSN, if available, or as a minimum by item container size, and quantity.
- c.* Each supply point will prepare DA Form 3294 for all turn-ins from the kitchens and Class I stock on hand to the supply activity/TISA before leaving the training site. Instructions for completing and a sample of a completed DA Form 3294 (turn-in) are at figures 4-13 through 4-14.

4-29. Reports

At the end of the training operation, the Class I officer will submit to the TISA the present-for-duty strength, DA Form 5913, from each individual supported unit. This will be accomplished before the Class I officers returns to home station; however, if training is accomplished at the units "home station," the consolidated data may be submitted not later than 5 workdays after the close of operations.

4-30. Return shipment of semiperishable rations

- a.* Return shipment of semiperishable subsistence to a TISA not providing direct support will be per the following procedures.
- b.* At the end of the field training operation, the accountable Class I officer will—
 - (1) Request veterinary service personnel (VSP) (if available) to inspect all subsistence prior to shipment.
 - (2) Coordinate with the designated training transportation officer, unit, or activity to obtain transportation for the subsistence. Funding the cost of transportation is the responsibility of the training operation commander and should be budgeted for in advance.
 - (3) Ensure that the subsistence is properly configured (for example, repalletized, boxed) for shipment to preclude damage and conform to shipment requirements.
 - (4) Prepare DD Form 1348-1A for items as required in DA Pam 710-2-1. The form may be handwritten. Retain one copy of the DD Form 1348-1A for filing with field training files.
 - (5) Ensure that completed documentation (one copy) of each DD Form 1348-1A, any advance GBLs, and a complete inventory of all subsistence are sent to the supporting TISA.
- c.* When the accountable Class I officer is an RC member, the senior logistics support unit commander will ensure that the officer's tour of duty either allows time to accomplish the above or is extended to allow such time.

4-31. Class I accountability and reports of survey

The Class I section accountability objective is a zero balance between rations received and documentation of issue, turn-in, transfer, destruction, salvage, or condemnation. Reports of Survey will be prepared per AR 735-5 when there is a difference between total receipts and total distribution. When subsistence is damaged or deteriorated, the VSP will provide the Class I section with written documentation to finalize the disposition of these items. Documentation will be maintained with the Class I training files. All RS will be forwarded to the designated Class I officer for final disposition.

Section III

Subsistence Activity

4-32. Troop issue subsistence activity

- a.* To ensure availability of desired rations, the subsistence supply system must be energized long before a training

operation begins. Forecasts must be based on the ration mix, supporting TISA stockage, and the TISA order/ship time (OST). The OST is one of the most critical elements, as shortages or excesses will result unless this phase is accurate.

b. When no Class I support is in place during a training operation, the TISA will provide support directly with the participating units. When this occurs, the TISA will be required to follow the procedures in this pamphlet and AR 30-22.

c. To assist the field kitchens and forward supply point in the requisitioning of subsistence the DA Form 3294 will be preprinted. The TISA is delegated the requirement to preprint the copies of DA Form 3294 and that they are available to all subsistence support activities/personnel participating in training operation. As a minimum, preprinting of the DA Form 3294 will consist of item nomenclature and the complete NSN for each item approved or authorized by the planning group for the training operation or the installation menu board for LTA.

4-33. Requisitioning

a. The SSM will requisition subsistence (UGR-A, UGR-H&S, individual operational rations and ration supplements and enhancements, as required, from DSCP or vendors as required.

b. The SSM will—

(1) Requisition all subsistence based on stated requirements, prior training support experience, inventory on hand, due-ins, and projected present-for-duty strength data. If subsistence items are required at a site not supported directly from the TISA, the requisition will specify the DODAC “ship to” address.

(2) Requisition by NSN from DSCP. All items should be requisitioned on a cyclic basis as established by DSCP. Order bread, UHT milk, and authorized enhancement items based on standard issue or revised factors as appropriate. Authorized enhancements are found in paragraph 4-13 of this pamphlet.

(3) Order MED supplements (see paragraph 4-43) when supporting medical units.

4-34. Receiving

a. The SSM will—

(1) Use AR 30-22, chapter 5 procedures for receiving and storing subsistence.

(2) Receive shipment from DSCP or the supporting prime vendor.

(3) Prepare and submit SF 364 for any shipment discrepancies.

(4) Receive signed and dated copies of all shipping/receiving documents, when not in direct support of training, by the receiving organization. Upon receipt, the SSM will prepare a SF 364 for any discrepancies and forward to ACES.

(5) Maintain a record of issue for UGR-A, individual operational (MRE, MCW/LRPR), and UGR-H&S rations.

b. Assign a management control number (MCN), per AR 30-22, chapter 5, for any subsistence if DSCP has not assigned an NSN.

4-35. Issue procedures

a. The supporting TISA will—

(1) Publish a schedule of subsistence issues containing, as a minimum, request dates, issue dates, menu number, and turn-in dates.

(2) Use the DA Form 3294 submitted by the supply point/ration breakdown point to issue quantities of rations required (see fig 4-14). The SSM will convert bread from pounds, as requested on DA Form 3294, to loaves prior to issue.

(3) Issue unitized rations UGR-A and UGR-H&S in exact module quantities requested by each supply point.

(4) Issue rations in the established menu sequence.

(5) Furnish copies of the requesting DA Form 3294 to the receiving supply activity.

(6) Ensure an authorized person from the receiving supply activity signs for subsistence on the DA Form 3294.

b. The SSM will price and extend the TISA copy of the DA Form 3294. Costing by any other issue activity is not required.

c. Preparation instructions for DA Form 3294 and completion of TISA procedures are at figures 4-13 and 4-14.

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The supply point will prepare DA Form 3294 for all turn-ins received from the field kitchens and Class I stocks on hand. The form will be completed per the instructions below. Leave blank lines or columns that contain no instructions.

Completion instructions:

To Enter the designation of the supply activity to whom turn-in is submitted.

From Enter the designation of the supply point making the turn-in.

Turn-in Place a mark in the turn-in block and enter the date the turn-in was submitted.

Items Use the preprinted DA Form 3294 for all items listed. For all items not listed on the preprinted DA Form 3294, a blank form must be prepared. Enter the nomenclature, NSN, and can size (if available) for each item listed on the blank form.

U/I Enter the standard unit of issue description, as appropriate.

Total Enter the total quantity of each line item to be turned in.

Supply action The receiving activity will enter the quantity received of each line item.

Issued by The individual making the turn-in will sign this block.

Received by The individual receiving the turn-in will sign this block.

Figure 4–13. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)					
To: TISA, Camp Somewhere												Request	X	20020717			
From: HQ, Inf Div												Issue	X	20020719			
Consumption date(s) 21 JULY 2002												Turn-in					
Number of meal(s) requested												Issue					
Items	UI	B	L	D	B	L	D	B	L	D	Total	Supply action	Unit price	Dollar value			
UGR H&S Breakfast Menu #1 1MO per 50	MO										195	195					
UGR-A Dinner Menu #1 1 MO per 50	MO										195	195					
UHT Milk, 1/2 pt, 50 CO per 50 White	CS										738	738					
Chocolate	CS										369	369					
Cereal, Assorted, Ind 50 EA per 50	CS										99	99					
Fresh fruit, 18 LB per 50 Apples	LB										3,510	3520					
Oranges	LB										3,510	3520					
Salad, Mixed 5-lb BG per 50	BG										195	195					
Tomatoes, 6 LB per 50	LB										1,170	1200					
Salad Dressing, Ind, 1BX per 50 Blue Cheese	BX										99	99					
Italian	BX										99	99					
MRE	BX										819	819					
Requested by: DEREK WILSON, CPT												Issued by: JUDY SMITH		Issued by:		Total dollar	
Received by:												Received by: JOHN D. FORD, SFC, A-117		Received by:		Control no.	
Page no. 1	No. of pages 1	Remarks:															

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Figure 4-14. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions

a. *Purpose.* DA Form 3294 is used to request ration requirements, as a receipt for issues, to transfer rations to training site units or home stations, and to turn in unopened UGR modules/boxes of MREs and loose semi-perishable A ration components.

b. *TISA issue to Designated Class I.* Using the DA Form 3294 request from the designated Class I supply point (fig 4-3), the TISA will complete the following blocks or columns. Leave blank lines or columns with no instructions.

Completion instructions:

Issue Place an X in the issue block and enter the date of issue.

Supply action Enter the quantity of each item actually being issued.

Issued by The person making the issue will sign here. Two blocks are provided for signatures of issuing person when issuing from more than one warehouse.

Received by The person receiving the supplies will sign in this block. If issue is to a truck driver or to a crew chief, the truck bumper number or aircraft tail number will also be entered. Two blocks are provided for signatures of receiver when rations are received from more than one warehouse.

Figure 4-14. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

4-36. Turn-in procedures

The TISA will—

- a. Accept turn-ins listed on the DA Form 3294, prepared by the supply point or support kitchen, when in direct support. The UGR ration modules and MRE boxes will be listed by NSN.
- b. Credit MPA for dollar value of turn-in after veterinarian personnel have inspected the subsistence and determined that it is suitable for storage and reissue.
- c. Price and extend the DA Form 3294, using the last official standard price.

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The SSM will receive the turn-ins, have them inspected by VSP personnel, and complete the DA Form 3294 as indicated below.

Supply action The individual receiving the turn-ins will enter the quantity received.

Unit price Enter the current month standard price.

Dollar value Enter the total dollar value for each line item turned in. This figure is derived by multiplying the entries in Supply Action column times the entry in the Unit Price column.

Received by The individual at the TISA receiving the turn-in will sign this block.

Total dollar Enter the total dollar value of the turn-in in the Dollar Value column.

Control number Enter the assigned control number in this block. This number will be the same as entered on the Abstract.

Remarks Enter the information necessary to explain any entry.

Figure 4–15. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

4–37. Inventories

The SSM will schedule inventories of unitized rations to ensure accountability, if needed.

4–38. Accounting

The SSM will—

- a. Maintain DA Form 4538 (Abstract of Issue/Sales) for the TFA/FD training operation. Preparation instructions for DA Form 4538 are at figure 4–16.
- b. Post to the DA Form 4538 the dollar value of issues by ration type indicated on the DA Form 3294.
- c. Post the dollar value of turn-ins by ration type on DA Form 4538 and subtract that amount from column totals.
- d. Post the grand totals from the abstracts to the VRGC at the end of the training.

-
- 1. Activity** Enter the name of the unit/customer or exercise being supported.
 - 2. DODAAC/APC/FC** Enter the Department of Defense activity address code (DODAAC) and/or Account Processing Code (APC) or Fund Code (FC) of the unit customer being supported.
 - 3. Accounting period** Enter the current month and year.
 - a. Date** Enter the date the rations were issued.
 - b. CTR no.** Enter the control number that was assigned to the issue document (if any) or leave blank.
 - c. UGR-A Rations** Enter the dollar value from DA Forms 3294 of UGR-A Rations issued.
 - d. UGR-H&S Rations** Enter the dollar value from DA Forms 3294 of unitized UGR-H&S ration modules issued.
 - e. Enhancements** Enter the dollar value from DA Forms 3294 of enhancements issued with the UGR rations.
 - f. Supplements** Enter the dollar value from DA Forms 3294 of supplements issued with the UGR rations.
 - g. MRE** Enter the dollar value from DA Forms 3294 of MREs issued.
 - h. Operational rations box lunch** Enter the dollar value from DA Forms 3294 of operational ration box lunches issued.
 - i. Warm/cool beverage** Enter the dollar value of warming/cooling beverages issued.
 - j. Other** Leave blank unless additional column is needed.
 - k. Total (across)** Add the totals in each column and enter the results on the total line.
 - l. Totals (down)** Enter the cumulative dollar total for each type of ration issued.
 - 4. Page total** Add the column totals and enter the result in this block.
 - 5. Grand total** If more than one page, add page totals. Post the results in this block and to the VRGC for the unit/customer/exercise.
 - 6. Voucher number** Enter the VRGC number assigned.
 - Page of** Enter the number of each page and the total number of pages.

Note: Post turn-ins from DA Forms 3294 to proper columns and subtract from the appropriate column totals.

Figure 4-16. Sample DA Form 4538 (Abstract of Issues/Sales) and instructions—Continued

4-39. Return of rations

For return of rations from other than the LTA, the SSM will—

- a.* Accept shipment of excess rations. However, before stock is moved into storage, it must be inspected by VSP personnel.
- b.* Identify reissuable rations with placard containing the date of receipt and the words “use first.”
- c.* Credit dollar value of returned rations, and post the total to the VRGC as a receipt. Do not include them on part 2 of DA Form 2969.
- d.* Charge the appropriate fund when items are reissued.

4-40. Reports

- a.* The DA Form 2969, part 2, report is designed to identify the following data—
 - (1) The number of meals issued, by ration type, taken from DA Form 3294.
 - (2) The cost data, by ration type, taken from DA Form 4538.
 - (3) The consolidated personnel data (present-for-duty strength), taken from DA Form 5913 provided by the Class I officer or units.
- b.* The SSM will prepare DA Form 2969, part 2, for training and training operations and submit to the ACES per sample and guidance contained AR 30-5. One consolidated report is submitted for all training and training operations, to include AT if performed in conjunction with training. A separate consolidated DA Form 2969 is submitted for all named training operations to include AT if performed in conjunction. The SSM will forward the DA Form 2969 report within 30 days of the end of training.

Section IV Medical Units

4-41. Medical staffing

Medical field hospitals are staffed with hospital dietitians (65C) and with nutrition care specialist (91M) to provide patient feeding, nutritional care, and force health protection for the Army.

4-42. Medical feeding standards

The hospital staff members follow the training or training operation ration policy unless the capability exists to feed those personnel at an improved standard. When personnel and supply resources permit, hospital staff will be fed using the patient standard of three hot meals per day. To preclude preparing meals using separate ration policies for the patient and for the staff, every effort will be made to resource the hospital food service section to prepare three hot meals per day for both patients and staff.

4-43. Inpatient census

Inpatient census is obtained from the “Recapitulation Table of the Admissions and Disposition Report” that is prepared daily by the patient administration section of the medical unit. Inpatient figures reflect the number of hospital beds occupied as of 2400 hours the previous day.

4-44. Inpatient accounting

Actual inpatient strength will be recorded daily for information purposes. Patient strength will not be included in the present-for-duty section of DA Form 5913. Preparation instructions for DA Form 5913 are at figure 4-1.

4-45. Medical diet supplements

- a.* The MED supplements consist of off-the-shelf commercial components such as broths, gelatin, tube feedings, decaffeinated coffee, low sodium products, sugar substitutes, additional fluids, soups, and instant breakfast, which are used to promote acceptability and nutritional adequacy of the hospital diet. It also contains patient-unique feeding supplies such as straws and sandwich bags.
- b.* The MED supplements are considered part of the basic load of the hospital’s nutrition care division and requisitioned through TISA procedures prior to any training or training operations. The MED supplements may be reordered using Class I subsistence resupply procedures for replenishment during a training or training operations.

Chapter 5

Troop Issue Subsistence Activity Operations

Section I

Reporting standards and approval authority

5-1. Purpose

This chapter provides procedures for the operation of Army TISAs. Procedures for requisitioning, receiving, accounting for, issuing, transfers, salvage, disposal, turn-in, and reporting of subsistence are included.

5-2. Approving authority

Major Army commanders are the approving authority for the establishment and disestablishment of TISAs and branches. An activity located on a subinstallation may be established as a branch under a TISA located at a parent installation or as a separate stand-alone TISA. When operating under the AFMIS, each TISA will be a stand-alone operation.

a. Establishment. Before approving the establishment of a TISA or branch, major Army commanders must determine that such action is the most practical, economical, and efficient method of providing subsistence support. Installations submit requests to establish TISAs or branches to the MACOM. The following information will be included in the request:

- (1) The number of dining facilities, and RC units to be supported.
- (2) The distance in miles and road conditions between the proposed TISA or branch and the accounts to be supported.
- (3) The distance in miles between the nearest existing TISA or branch (including commissaries or subsistence activities of other Services) and units to be supported.
- (4) The impact on the TISA or branch currently providing subsistence support to the units to be serviced by the proposed TISA.
- (5) The availability and adequacy of buildings, refrigeration, and equipment for the proposed TISA or branch.
- (6) A scale drawing of the proposed TISA building. Drawing must indicate the proposed location of the TISA or branch warehouse and office. Any required alteration, modification, or new construction must be identified. A preliminary cost estimate must be furnished for any required modification, alteration, construction, or new equipment. MACOM commanders may request technical assistance and review of proposed construction plans by USAQMC&S.
- (7) Any increase in personnel requirements, by grade and position title.

b. Disestablishment. Requests disestablish TISAs or branches are submitted to the MACOM for approval. Installations must submit requests not less than 90 days before the desired date of disestablishment. The request will include the following information:

- (1) The current dollar value of issues or charge sales and number of dining facilities and other customers supported by the TISA or branch.
- (2) The location and road distances between units currently supported by the TISA or branch to be closed and the nearest TISA available after disestablishment.
- (3) The capability of the gaining TISA to absorb the added workload within current resources or proposed method of support.
- (4) The estimated dollar savings, to include personnel costs.
- (5) The proposed disposition of current assets (for example, equipment, stocks).

5-3. Troop Issue Subsistence Management Report (DA Form 7169)

a. Per AR 30-22, each operating TISA submits DA Form 7169 (fig 5-1) to its supporting MACOM quarterly. Instructions for completing the form are at figure 5-1.

- (1) Quarterly data submitted by SSMS will cover transactions occurring during the period ending 31 December, 31 March, 30 June, and 30 September of each fiscal year.
- (2) The parent activity is responsible for completing data for branches in column labeled "Branch Activity."
- (3) All monetary values will be rounded to the nearest whole dollar using the 5-mill rule.
- (4) Corrections to the report will be provided by means of a report tabbed "Corrected Report."

b. The MACOMs will consolidate the data received and submit an annual report to ACES. Annual reports will be prepared on a fiscal year basis, from 1 October to 30 September of each year, and will cover data received. Additional information required of installations by the MACOM may be entered in the remarks section.

TROOP ISSUE SUBSISTENCE MANAGEMENT REPORT <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>				1. PERIOD COVERED (QTR & FY) 3rd 2002		2. LOCATION FORT ANYWHERE			
3. TO MACOM XXXXX			4. FROM CDR XXXXX ATTN: XXXXX, FORT ANYWHERE			5. TISA DODAAC AND OFFICE SYMBOL			
SECTION A - CLOSING BOOK INVENTORY									
	DESCRIPTION	PARENT ACTIVITY			BRANCH ACTIVITY				TOTAL PARENT/BRANCH ACTIVITY h
		a	b	c	d	e	f	g	
6.	TOTAL (INC. OP RATS)	2,264,421.00							2,264,421.00
7.	UGR \$ VALUE	1,002,575.00							1,002,575.00
8.	MRE's VALUE	299,176.00							299,176.00
SECTION B - ISSUE/SALES DATA									
9.	TOTAL (INC. OP RATS)	1,465,464.00	1,255,411.00	1,360,437.00					4,081,312.00
10.	UGR \$ VALUE	100,722.00	113,485.00	126,250.00					340,457.00
11.	MRE's \$ VALUE	125,499.00	207,761.00	166,629.00					499,889.00
SECTION C - INVENTORY DATA									
12.	ACCOUNT INVENTORY	1,677,411.00							1,677,411.00
13.	AUTH TOLERANCE	14,512.00							14,512.00
14.	ACTUAL G OR L	-8,276.00							-8,276.00
15. REMARKS									
16. PREPARED BY RYAN PRIMEAU, SUBSISTENCE SUPPLY TECHNICIAN								17. DSN NO 687-XXXX	
18. REVIEWED AND APPROVED BY MICHAEL SMITH, GS-9				19. SIGNATURE				20. DATE DISPATCHED (YYYYMMDD) 20020618	

DA FORM 7169, JUL 2002

DA FORM 7169-R, NOV 1992, IS OBSOLETE.

USAPA V1.00

Figure 5-1. Sample DA Form 7169 (Troop Issue Subsistence Management Report) and instructions

-
- 1. Period Covered.** Enter the period and FY covered by the report.
 - 2. Location.** Enter name and location of the preparing activity.
 - 3. To.** Enter the address of the requiring MACOM.
 - 4. From.** Enter the address of the preparing activity.
 - 5. TISA DODAAC and Office Symbol.** Enter the Department of Defense Activity Address Code and the office symbol of the preparing activity.

Section A--Closing Book Inventory

- 6. Total** **Column A.** Enter the closing book total dollar value of inventory for the quarter.
Column D. Enter the branch activity closing book total dollar value of inventory for the quarter.
Column H. Add line 6A and 6D and enter the total.
- 7. UGR \$ Value** **Column A.** Enter the total dollar amount of UGRs.
Column D. Enter the branch activity total dollar amount of UGRs.
Column H. Add line 7A and 7D and enter the total.
- 8. MRE \$ Value** **Column A.** Enter the total dollar value of MREs.
Column D. Enter the branch activity total dollar value of MREs.
Column H. Add line 8A and 8D and enter the total.

Section B--Issues/Sales Data

- 9. Total** **Columns A, B and C.** Enter the total dollar amount of all issues, transfers, and charge sales for each month of the reporting period. (e.g., reporting period is January, February, and March FYXX. January would be entered in line 9A, February in Line 9b, and March in line 9c.
Columns E, F and G. Enter the branch activity total amount of all issues, transfers and charge sales for each month of the reporting period as shown above.
Column H. Add line 9 A,B,C,E,F and G and enter the total.
- 10. UGR \$ Value** **Columns A, B and C.** Enter the total dollar amount of UGR modules issued or sold for each month of the report.
Columns E, F and G. Enter the branch activity total dollar amount of UGR modules issued or sold for each month of the report.
Column H. Add line 10 A,B,C,E,F and G and enter the total.
- 11. MRE \$ Value** **Columns A, B, and C.** Enter the total dollar amount of MREs issued or sold for each month of the report.

Figure 5-1. Sample DA Form 7169 (Troop Issue Subsistence Management Report) and instructions—Continued

Columns E, F and G. Enter the branch activity total dollar amount of MREs issued or sold for each month of the report.

Column H. Add line 11 A,B,C,E,F and G and enter the total.

Section C--Inventory Data.

12. Account Inventory **Column A.** Enter the total dollar value of the accountability inventory.

Column D. Enter the total dollar value of the branch activity accountability inventory.

Column H. Add line 12 A and D and enter the total.

13. Auth Tolerance **Column A.** Enter the authorized tolerance from column d, DA Form 4170.

Column D. Enter the authorized tolerance of the branch activity.

Column H. Add line 13 A and D and enter the total.

14. Actual G or L **Columns A and D.** Enter the actual gain or loss from column e, DA Form 4170. Indicate if the amount is a gain or loss by placing a "+" for a gain or a "-" for a loss.

Column H. Add or subtract line 14 A and 14 D as required to determine the net gain or loss. Enter the net gain or loss in line 14H.

15. Remarks. Enter other information as requested or required by the MACOM. If more room is required, enter the information on reverse side of the form.

16. Prepared by. Enter the name and title of the individual preparing the report.

17. DSN No. Enter the DSN number of the preparing activity.

18. Reviewed and Approved by. Enter the name and grade of the Subsistence Supply Manager (SSM).

19. Signature. The SSM will sign the report in the signature block.

20. Date Dispatched. Enter the date the report is to be dispatched to higher headquarters.

Figure 5-1. Sample DA Form 7169 (Troop Issue Subsistence Management Report) and instructions—Continued

5-4. Equipment Replacement Record (DA Form 3988)

The DA Form 3988 (fig 5-14) is used to identify all equipment requiring maintenance support in both TISAs and dining facilities. It lists all equipment (MHE, electrical, mechanical, and nonmechanical) by make, model, and age. This form is used to develop the equipment budget estimates for annual OMA, OPA, and OMARNG budget requests. This paragraph explains the use of the form for TISA equipment. Figure 5-14 contains detailed instructions for preparing the DA Form 3988. Chapter 3 explains use of the form for dining facility equipment.

a. The SSM (or contractor) updates DA Form 3988 annually or whenever a piece of equipment is replaced, turned in, or deleted from use. A single entry is made on DA Form 3988 for each peice of MHE, electrical and mechanical equipment.

b. Nonelectrical or nonmechanical equipment (with the same NSN) and nonserial numbered equipment with the same acquisition date may be listed on the same line. For examples, see below:

(1) Truck, hand, platform, aluminum, four wheel, nontilt, 2,500 lb capacity, 10 each (trucks should be numbered 1 through 10).

(2) Table, food preparation, stainless steel, 48 by 30 by 36, 3 each (tables should be numbered 1 through 3).

c. The SSM—

(1) Establishes a DA Form 3988 for each operating TISA or branch.

(2) Retains one copy of DA Form 3988 and forward one copy to the maintenance support activity or contracting services responsible for maintenance and repair of TISA equipment.

(3) Submits separate annual budgets to proper staff elements for proper funding for equipment costing under \$100,000 (OMA) and for equipment costing \$100,000 and above (OPA).

(4) Programs equipment replacement far enough in advance to be available when required. For example, a truck pallet, with an acquisition date of 1977 and a life expectancy of 15 years, would be programmed for replacement in 1992. The request for replacement would be forwarded to the proper staff budgeting activity for funding. This will be done the last part of fiscal year 1990 for inclusion in the 1992 budget. Walk-in refrigerators that have NSNs require 9 to 12 months delivery time. In this case, the request for replacement of the walk-in refrigerator would be submitted to the responsible supply officer in the last part of fiscal year 1990 for inclusion in the 1993 budget. After equipment replacement funds have been approved, requisitions will be prepared and submitted to the source.

(5) Ensures replacement equipment is the latest state of the art currently authorized by CTA 50-909 or other authorization documents. This equipment is requested according to building design capacity. Specific NSNs are obtained from SB 700-20.

(6) Ensures requisitions include a statement by the MSA/Services Contractor indicating that—

(a) The piece of equipment to be replaced is not economically repairable.

(b) Funds are available to install the replacement equipment upon receipt.

(c) Utility service is available to operate the equipment.

(d) Space of dimensional limitations indicated on the certification or requisition is adequate.

(7) The SSM or contractor should also follow-up on requisitions every 90 days until the equipment is received.

EQUIPMENT REPLACEMENT RECORD For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.		1. UNIT DESIGNATION	2. ADDRESS		3. BLDG. NO.	4. Page _____ of _____	
5. ITEM DESCRIPTION	6. ACQUISITION DATE FROM DATA PLATE (YYYYMMDD)	7. LIFE EXPECTANCY YEARS	8. APPROPRIATE AUTHORITY TB-43-0002-22	9. PROGRAMED REPLACEMENT COST	10. PROGRAMED REPLACEMENT YEAR	11. REMARKS	
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)							
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)							
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)							
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)							
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)							
NOUN: NSN: MANUFACTURER: MODEL: SERIAL NO(s)							
12a. NAME/RANK OF PREPARER		12b. SIGNATURE			12c. DATE (YYYYMMDD)		
13a. VERIFIED FOR ACCURACY BY		13b. SIGNATURE			13c. DATE (YYYYMMDD)		

DA FORM 3988, JUL 2002

REPLACES DA FORM 3988-R, AUG 1985, AND DA FORM 7170-R, NOV 92.

USAPA V1.00

Figure 5-14. Sample DA Form 3988 (Equipment Replacement Record) and instructions

1. Unit designation Enter TISA.

2. Activity Name and Address Enter the address where the TISA is located, to include installation name, office symbol, and zip code.

3. BLDG NO. Enter the building number where the TISA equipment is installed.

4. Page Number Enter the page number followed by the total number of pages.

5. Item Description List equipment in alphabetical sequence. Complete description as listed on equipment identification or data plate, or technical manual provided by the manufacturer or from the TISA hand receipt. Description should be entered as shown in figure 5-14 and should include the capacity of the equipment when appropriate.

Noun Enter the nomenclature of the piece of equipment.

National Stock Number (NSN) Enter NSN from equipment data plate or the Federal Item Logistics Data Record located on microfiche.

Manufacturer Enter name of manufacturer from equipment data plate, technical manual or hand receipt.

Model Enter model number from equipment data plate.

Serial number Enter serial number from the equipment data plate.

6. Acquisition Date Enter the date the equipment was acquired. For used equipment, enter the total service from the date it was placed in operation. Acquisition date may be obtained from the equipment data plate. If the data plate is missing, it may be obtained from the supporting property book officer (PBO).

7. Life Expectancy Years Enter the life expectancy (in years) of each piece of equipment as listed in Technical Bulletin (TB) 43-0002 series. Columns C and D will be completed when the replacement cost has been included in the installation budget.

8. Appropriate Authority Enter the TB used to determine the life expectancy.

9. Programmed Replacement Cost Enter the estimated unit price (plus eight percent per year for each additional year beyond current cost) of equipment programmed for replacement during the FY that it is placed in the installation budget. The estimated unit price or replacement cost can be completed by using the current Army Master Data File (AMDF) or the DLA catalog.

10. Programmed Replacement Year Enter the FY that the equipment is to be budgeted for replacement.

Figure 5-14. Sample DA Form 3988 (Equipment Replacement Record) and instructions—Continued

11. Remarks Any comments that will explain why a piece of equipment is not being programmed for replacement at the end of its normal life expectancy or why it is to be replaced early. Early replacement should be supported by a properly maintained DA Form 2405 or 2409. Identify condition of equipment.

12a. Name/Rank of Preparer Enter full name of the person preparing the form.

12b. Signature The preparer will sign the form when completed.

12c. Date Enter the date that the form is signed.

13a. Verified for accuracy by Enter name and grade of verifying official.

13b. Signature The verifying official will sign the form after verifying that the information is correct.

13c. Date Enter the date that the form is signed.

Note: When an item has been replaced, draw a single line through the description of the item being replaced; write "delete" at the left margin, add the replacement item beneath the last item on the form. When new forms are prepared (minimum of annually) replacement items are placed in their alphabetic sequence.

Figure 5–14. Sample DA Form 3988 (Equipment Replacement Record) and instructions—Continued

Section II Operations

5–5. Troop issue subsistence activity accounting

TISAs are sales accounts and are not stock record accounts. Prepared on a monetary value basis, the TISA sales account is maintained on DA Form 3295 (Voucher Register and General Control).

a. The sales account is a formal record of accountability and is subject to audit. The DA Form 3295 is the record of transactions pertaining to the receipt, issue, sale, transfer, and inventory of subsistence.

b. The SSM is the accountable sales officer and maintains records of monetary values showing authorized debits (increases), credits (decreases), and inventory balance on hand in the TISA account.

c. DA Form 3295 is to be maintained per this chapter and figures 5–2 through 5–5.

VOUCHER REGISTER AND GENERAL CONTROL					1. ACCOUNTABLE PERIOD		2. PAGE OF	
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					MARCH 2002		1 6	
3. NAME AND LOCATION					4. ACCOUNTABLE OFFICER			
FORT ANYWHERE					RICHARD HARSH			
5. DATE (YYYYMMDD)	VOU NO.	6. DESCRIPTION	REF NO.	7. DEBIT		8. CREDIT		9. BALANCE
20020301	1	INVENTORY (BOOK)		733,946	00			733,946 40
	2	IAMA		279	66			734,226 06
20020302	3	DSO, CHEATHAM	AV 004	2,798	51			737,024 57
20020305	4	VET SAMPLE	AV 011			222	19	736,802 38
20020330	139	GOLD DAIRY	CV 218	12,972	55			761,641 60
	140	SUN BAKERIES	CV 219	9,287	88			770,929 48
	141	SUGAR SHACK	CV 220	2,000	00			772,929 48
	142	CHILD CARE CENTER				4,800	78	768,128 70
	143	ARNG-VA	idt			9,478	11	758,650 59
	144	USAR	idt			20,111	54	738,539 05
	145	ACTIVE ARMY				22,972	67	715,566 38
		SUBTOTAL		773,151	67	57,585	29	715,566 38
		INV (BOOK)				715,566	38	
		TOTAL		773,151	67	773,151	67	
		SUMMARY OF TRANSACTIONS						
		1 FEB - 31 MAR 2002						
		IDENTIFIABLE LOSS		272	20	222	19	494 39
		ISSUES TO ACTIVE ARMY		25,741	51	22,972	67	48,714 23
		ISSUES TO CHARGE SALES		37,111	92	34,390	43	71,502 35
		TOTAL		62,853	43	57,363	10	120,216 53

DA FORM 3295, JUL 2002

DA FORM 3295-R, JUNE 1990, IS OBSOLETE.

USAPA V1.00

Figure 5-2. Sample DA Form 3295 (Voucher Register and General Control) and instructions

Preparation instructions:

- 1. Accountable period** Enter the accounting month and year to which VRGC applies.
- 2. Page of** Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page #1 each month.
- 3. Name and location** Enter name and location of TISA.
- 4. Accountable officer** Enter the name of the accountable officer.
- 5. Date** Enter the date of each receipt from the voucher.

Voucher number Enter the voucher number of each document. Begin with 1 each month.

- 6. Description** Enter a brief identifying description of the voucher.

Reference number Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling with financial records. Enter a check mark when the transaction has been verified as processed through the financial system.

- 7. Debit** Enter the total dollar value of debit entries (see para 5-7) for types of debit transactions.

- 8. Credit** Enter the total dollar value of credit entries (see para 5-7) for types of credit transactions.

- 9. Balance** Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every tenth line.

Note: After the last entry in each column draw a single line under the last voucher posted. Enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

Closing instructions (with a book inventory):

Step 1. Next available line after "subtotal" under description. Enter Inv (book). Then subtract subtotal credits from subtotal debits. Enter the difference in the credit column. This is the book inventory and should be the same dollar value as the last balance line entry. This total will be the first entry on next month's DA Form 3295. Draw a single line under the Inv (book) line.

Step 2. Next line under description. Enter total. Bring down the debit subtotal and the Inv. book total from the credit column. The total credit column should equal the total debit column.

Figure 5-2. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

Step 3. Prepare summary of transactions.

(a) Two lines below the balance line. Enter title 'Summary of transactions'.

(b) Next line. Enter period covered.

(c) Next line under description. Enter total dollar value of identifiable losses.

(d) Next line under description. Enter description total dollar amount of issues to active Army.

(e) Next line under description. Enter total dollar amount of issues, transfers, or sales to all charge customers.

(f) Next line under description. Enter total value of issues and sales.

Note: At the end of each quarter, follow the instructions above making entries for the quarter.

Figure 5–2. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

VOUCHER REGISTER AND GENERAL CONTROL For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.				1. ACCOUNTABLE PERIOD APRIL 2002		2. PAGE OF 1 4		
3. NAME AND LOCATION FORT ANYWHERE				4. ACCOUNTABLE OFFICER RICHARD HARSH				
5. DATE (YYMMDD)	VOU NO.	6. DESCRIPTION	REF NO.	7. DEBIT		8. CREDIT		9. BALANCE
20020402	1	INVENTORY (BOOK)		836,247	25			836,247 25
	2	IAMA		14,089	12			850,336 37
20020403	3	SYSCO	A 009	49,766	30			900,102 67
20020405	4	DSO, CHICAGO	B 012	8,822	09			908,924 76
	A 35	ADJUSTMENT MARCH	A 082			360	00	908,564 76
20020406	5	DOLLAR EGGS	A 129	9,278	88			917,843 64
20020407	6	RICHHOUSE FOODS	A 135	6,598	56			924,442 20
20020430	115	GOLD DAIRY	C 318	14,980	21			1,001,391 81
	116	SUN BAKERIES	C 319	9,287	11			1,010,678 92
	117	HOSPITAL				10,188	72	1,000,490 20
	118	DAY CARE CENTER				5,279	99	995,210 21
	119	OFFICERS CLUB				8,344	33	986,865 88
	120	USAR	idt			21,940	55	964,925 33
	121	ARNG - WV	idt			33,721	44	931,203 89
	122	ACTIVE ARMY				82,936	28	848,267 61
		SUBTOTAL		1,011,127	04	162,859	43	848,267 61
		INVENTORY (BOOK)				848,267	61	
	123	INVENTORY ACCOUNTABLE				849,371	88	
	124	STATMENT GAIN OR LOSS		1,104	27			
		TOTAL		1,012,231	31	1,012,231	31	

DA FORM 3295, JUL 2002

DA FORM 3295-R, JUNE 1990, IS OBSOLETE.

USAPA V1.00

Figure 5-3. Sample DA Form 3295 (Voucher Register and General Control) and instructions

Preparation instructions:

1. Accountable period Enter the accounting month and year to which VRGC applies.

2. Page of Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page #1 each month.

3. Name and location Enter name and location of TISA.

4. Accountable officer Enter the name of the accountable officer.

5. Date Enter the date of each receipt from the voucher.

Voucher number Enter the voucher number of each document. Begin with 1 each month.

6. Description Enter a brief identifying description of the voucher.

Reference number Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling with financial records. Enter a check mark when the transaction has been verified as processed through the financial system.

7. Debit Enter the total dollar value of debit entries (see para 5-7) for types of debit transactions.

8. Credit Enter the total dollar value of credit entries (see para 5-7) for types of credit transactions.

9. Balance Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every tenth line.

Note: After the last entry in each column draw a single line under the last voucher posted. Enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

Closing instructions (with an accountability inventory):

Step 1. Draw a single line under the last voucher posted.

Step 2. Next line under description. Enter "subtotal". Follow the same instructions for subtotal as for closing with a book inventory (Figure 5-2).

Figure 5–3. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

Step 3. Next line under description. Enter "book inventory". Subtract subtotal credits from subtotal debits. Enter the difference in the credit column. The value of the book inventory should be the same as the balance line subtotal.

Step 4. Next line under voucher No. Enter the next voucher number.

Step 5. Next line under dollar description. Enter "Inv (acct)". Enter the value of the accountability inventory in the credit column. This total will be the first entry on the next month's DA Form 3295.

Step 6. Next line under voucher No. Enter the next voucher number.

Step 7. Next line under description. If the accountability inventory is higher than the book inventory, enter the results in the debit column. This is a gain. If the accountability inventory is less than the book inventory, enter the results in the credit column. This is a loss. Enter the words "Statement of Gains and Losses" if the amount is either a gain or a loss that is within tolerance. Figure 5-5 contains instructions for closing the DA Form 3295 with a Report of Survey if the loss is out of tolerance. The figure in the debit or credit column must agree with the total gain or loss entered on DA Form 4170, column e.

Step 8. Next line. Draw a single line under words statement of gains and losses.

Step 9. Next line under description. Enter "total". Add the Statement of Gains and Losses, the accountability inventory, and subtotal figures. (Do not include the book inventory in these totals.) The total debit column should equal the total credit column.

Figure 5-3. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

VOUCHER REGISTER AND GENERAL CONTROL For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					1. ACCOUNTABLE PERIOD MAY 2002		2. PAGE OF 1 2	
3. NAME AND LOCATION FORT ANYWHERE					4. ACCOUNTABLE OFFICER RICHARD HARSH			
5. DATE (YYYYMMDD)	VOU NO.	6. DESCRIPTION	REF NO.	7. DEBIT	8. CREDIT	9. BALANCE		
20020501	1	INVENTORY (BOOK)		211,051 03			211,051	03
	2	IAMA			7,297 16		203,753	87
20020502	3	SYSCO	PV 001	23,187 42			226,941	29
		TOTAL FOR PERIOD		265,276 49	10,299 12		254,977	37
20020516		GOLD DAIRY		22,119 11			277,096	48
		SUN BAKERIES		17,201 19			294,297	67
		ALL CHARGE SALES			28,820 52		265,477	15
		ACTIVE ARMY			69,000 02		196,477	13
		SUBTOTAL		304,596 79	108,119 66		196,477	13
		INVENTORY (BOOK)			196,477 13			
20020516	43	INVENTORY (ACCOUNTABLE)			196,493 28			
		<i>I RICHARD HARSH assume accountability</i>						
		<i>16 May 2002</i>						
	44	STATEMENT OF GAINS OR LOSSES		-16 15				
		TOTAL		304,612 94	304,612 94			
20020517		REOPENING INVENTORY		265,276 49	10,299 12		254,977	37
	44	STATEMENT OF GAINS OR LOSSES		16 15			254,993	52
20020518	45	SYSCO	PV 110	14,711 13			269,704	65
20020521	46	DSO, KANSAS CITY	AV 143	2,800 62			272,505	27
20020522	47	COKE COLA DIS	LP 149	1,121 88			273,627	15
	48	ABC QUALITY	LP 170	3,003 77			276,630	92
	49	VET SAMPLE			22 85		276,608	07
		SUBTOTAL		286,930 04	10,321 97		276,608	07

DA FORM 3295, JUL 2002

DA FORM 3295-R, JUNE 1990, IS OBSOLETE.

USAPA V1.00

Figure 5-4. Sample DA Form 3295 (Voucher Register and General Control) and instructions

Preparation instructions:

- 1. Accountable period** Enter the accounting month and year to which VRGC applies.
- 2. Page of** Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page #1 each month.
- 3. Name and location** Enter name and location of TISA.
- 4. Accountable officer** Enter the name of the accountable officer.
- 5. Date** Enter the date of each receipt from the voucher.

Voucher number Enter the voucher number of each document. Begin with 1 each month.

- 6. Description** Enter a brief identifying description of the voucher.

Reference number Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling with financial records. Enter a check mark when the transaction has been verified as processed through the financial system.

- 7. Debit** Enter the total dollar value of debit entries (see para 5-7) for types of debit transactions.
- 8. Credit** Enter the total dollar value of credit entries (see para 5-7) for types of credit transactions.
- 9. Balance** Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every tenth line.

Note: After the last entry in each column draw a single line under the last voucher posted. Enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

Closing instructions (with an accountability inventory within the month (changing accountable officer)):

Step 1. Draw a single line under the last entry. Enter "totals for period". Total each column and enter totals on this line. Draw a single line under these entries.

Step 2. Next line under date. Enter the date of posting.

Figure 5-4. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

Step 3. Next line under description. List vendors or companies for which cumulative receipts are maintained, ie. bakery or dairy. Total all cumulative type receipt documents from each company or vendor from the first of the month to close of business before the inventory. Enter totals for each company or vendor in the debit column or separate lines.

Step 4. Next line after last debit posting. Enter headings for "charge sales" and "active Army". Total all cumulative type credit vouchers or abstracts by each customer from the first of the month to close of business before the inventory. Enter totals for each customer in the credit column on separate. Draw a single line under the last credit posting.

Step 5. Next line under description. Enter "subtotal". Add each column and enter the result.

Step 6. Next line under description. Enter "Inv (book)". Subtract the credit subtotal from the debit subtotal. Enter the result in the credit column. This is your book inventory value.

Step 7. Next line under description. Enter the date of the accountability inventory. Enter the next voucher number. Enter "Inv acct". Enter the dollar value of the accountability inventory in the credit column. Draw a single line under the "Inv acct." line.

Step 8. Next available line. Enter statement by new SSM assuming accountability and date. This statement is shown in bold italics on the figure and will be hand written on the DA Form 3295.

Step 9. Next line under description. Enter the next voucher number. See the instructions for Statement of Gains or Losses under accountability inventories and make entries the same as ending with an accountability inventory.

Step 10. Next line. Enter "Total"

Step 11. Next line under date. Enter date of posting, "reopening inv." and bring down the totals from the "totals for period" line above.

Step 12. Next line under voucher No. Enter the voucher number assigned to the Statement of Gains and Losses. Enter the same figures as are on the Statement of Gains and Losses.

Step 13. Next line under date. Enter date. Enter the next voucher number. Continue posting under instructions shown in a. above.

Figure 5–4. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

VOUCHER REGISTER AND GENERAL CONTROL					1. ACCOUNTABLE PERIOD		2. PAGE OF	
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.					APRIL 2002		1 4	
3. NAME AND LOCATION					4. ACCOUNTABLE OFFICER			
FORT ANYWHERE					RICHARD HARSH			
5. DATE (YYYYMMDD)	VOU NO.	6. DESCRIPTION	REF NO.	7. DEBIT		8. CREDIT		9. BALANCE
20020402	1	INVENTORY (BOOK)		836,247	25			836,247 25
	2	IAMA		14,089	12			850,336 37
20020403	3	SYSCO	A 009	49,766	30			900,102 67
20020405	4	DSO, CHICAGO	B 012	8,822	09			908,924 76
	A 35	ADJUSTMENT MARCH	A 082			360	00	908,564 76
20020406	5	DOLLAR EGGS	A 129	9,278	88			917,843 64
20020407	6	RICHHOUSE FOODS	A 135	6,598	56			924,442 20
20020430	115	GOLD DAIRY	C 318	14,980	21			1,001,391 81
	116	SUN BAKERIES	C 319	9,287	11			1,010,678 92
	117	HOSPITAL				10,188	72	1,000,490 20
	118	DAY CARE CENTER				5,279	99	995,210 21
	119	OFFICERS CLUB				8,344	33	986,865 88
	120	USAR	idt			21,940	55	964,925 33
	121	ARNG - WV	idt			33,721	44	931,203 89
	122	ACTIVE ARMY				82,936	28	848,267 61
		SUBTOTAL		1,011,127	04	162,859	43	848,267 61
		INVENTORY (BOOK)				848,267	61	
	123	INVENTORY ACCOUNTABLE				839,371	88	
	124	REPORT OF SURVEY		8,895	73			
		TOTAL		1,012,231	31	1,012,231	31	

DA FORM 3295, JUL 2002

DA FORM 3295-R, JUNE 1990, IS OBSOLETE.

USAPA V1.00

Figure 5-5. Sample DA Form 3295 (Voucher Register and General Control) and instructions

Preparation instructions:

1. Accountable period Enter the accounting month and year to which VRGC applies.

2. Page of Enter page number and total number of pages required for that month. Number each sheet consecutively. Begin with page #1 each month.

3. Name and location Enter name and location of TISA.

4. Accountable officer Enter the name of the accountable officer.

5. Date Enter the date of each receipt from the voucher.

Voucher number Enter the voucher number of each document. Begin with 1 each month.

6. Description Enter a brief identifying description of the voucher.

Reference number Enter purchase order number, requisition number, or other identifying numbers to assist in reconciling with financial records. Enter a check mark when the transaction has been verified as processed through the financial system.

7. Debit Enter the total dollar value of debit entries (see para 5-7) for types of debit transactions.

8. Credit Enter the total dollar value of credit entries (see para 5-7) for types of credit transactions.

9. Balance Enter the dollar value of debit entries minus credit entries. This may be done on a daily basis but not less frequently than every tenth line.

Note: After the last entry in each column draw a single line under the last voucher posted. Enter "subtotal" in the description column. Total the debit and credit columns. The debit total minus the credit total should equal the last entry in the balance column.

Closing instructions (with an accountability inventory):

Step 1. Draw a single line under the last voucher posted.

Step 2. Next line under description. Enter "subtotal". Follow the same instructions for subtotal as for closing with a book inventory (Figure 5-2).

Figure 5-5. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

Step 3. Next line under description. Enter "book inventory". Subtract subtotal credits from subtotal debits. Enter the difference in the credit column. The value of the book inventory should be the same as the balance line subtotal.

Step 4. Next line under voucher No. Enter the next voucher number.

Step 5. Next line under dollar description. Enter "Inv (acct)". Enter the value of the accountability inventory in the credit column. This total will be the first entry on the next month's DA Form 3295.

Step 6. Next line under voucher No. Enter the next voucher number.

Step 7. Next line under description. If the accountability inventory is less than the book inventory, enter the results in the credit column. This is a loss. If the loss is within tolerance, see Figure 5-3 for a sample of closing the DA Form 3295 with only a Statement of Gains or Losses. If the loss is out of tolerance, enter "Report of Survey". The figure in credit column must agree with the loss entered on DA Form 4170, column e and the total cost in block 10, DA Form 4697.

Step 8. Next line. Draw a single line under statement of gains and losses or Report of Survey.

Step 9. Next line under description. Enter "total". Add the Report of Survey, the accountability inventory, and subtotal figures. (Do not include the book inventory in these totals.) The total debit column should equal the total credit column.

Figure 5-5. Sample DA Form 3295 (Voucher Register and General Control) and instructions—Continued

5-6. Maintenance of DA Form 3295

- a. Prepare DA Form 3295 in a single copy as a permanent record of original entry. Do not erase, white out, cover with correction tape or recopy original entries. Correct entries according to paragraph 5-12.
- b. Use current prices to establish accountability. Pricing policy is in AR 30-22.
- c. Post vouchers within 2 workdays after completion of the transaction.
- d. Post DA Form 4538 to the DA Form 3295 when all applicable entries have been made to the abstract.
- e. Enter vouchers dated within the accounting period, that are posted after the last workday of the month as if they occurred on the last workday of the period. For example, a voucher dated 31 July that is not posted until 3 August would be posted as 31 July.

5-7. Debit and credit entries

a. Debit entries increase the inventory accountability. Types of vouchers or transactions that result as debit entries are—

- (1) Opening inventory.
- (2) Receipts.
- (3) Price changes when the difference increases the accountability.
- (4) Statement of gains and losses when there is a gain.
- (5) Transfers from a branch TISA.

b. Credit entries decrease the inventory accountability. Types of transactions that result in credit entries are as follows:

- (1) Abstracts of issues or sales.
- (2) Price changes when the difference decreases the accountability.
- (3) Transfers to another TISA.

- (4) Salvage or disposal transactions.
- (5) Veterinary samples.
- (6) Forced issues.
- (7) Ice issues or sales.
- (8) Closing inventory.
- (9) Statement of gains and losses when loss is within tolerance.
- (10) DA Form 4697 for losses.
- (11) DD Form 1131 when pecuniary liability is admitted (AR 735-5).
- (12) DD Form 362 (Statement of Charges/Cash Collection Voucher when fault or neglect is determined by appropriate authority (AR 735-5).

5-8. DA Form 3295 subtotals and page totals

The SSM ensures accuracy of all postings to the DA Form 3295, verifies that the columns balance, and enters the cumulative totals of each page on the bottom line. Totals are then carried forward to the next page.

5-9. Correcting erroneous entries to the DA Form 3295

- a.* To correct erroneous entries—
 - (1) Draw a narrow line through the incorrect entry on the DA Form 3295.
 - (2) Enter the correct data in available space directly above the error.
 - (3) Initial the corrections.
- b.* If an erroneous entry affects financial accounts, the SSM will process corrections as follows:
 - (1) Prepare a DA Form 3295-1 (Adjustment Voucher) (fig 5-6). Cross-reference the DA Form 3295-1 to the voucher containing the error, as shown in figure 5-6. This adjustment will set forth the correct amount, the erroneous amount previously entered, and the difference between the two.
 - (2) Enter the adjustment on the next available line of the DA Form 3295. Assign the same voucher number as the original voucher with prefix letter “A” to indicate adjustment. Enter the amount of the adjustment to the proper column of the DA Form 3295.
 - (3) Fully explain the reason for the adjustment voucher in the “Remarks” block of the DA Form 3295-1.
 - (4) Do not reopen a closed account to correct an erroneous entry. Post the adjustment to the current account of the DA Form 3295. The DA Form 3295-1 will become an integral part of the current DA Form 3295.
 - (5) Ensure that the correction is input into the financial system.
 - (6) Should DA Form 3295-1 corrections result in a loss or gain, which exceeds authorized tolerances during the accountable period, procedures in paragraphs 5-13, 5-14, or 5-15 would apply.

ADJUSTMENT VOUCHER		1. DATE (YYYYMMDD)	2. VOUCHER NO.
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.		20020503	A APRIL 35
3. ENTERED AS			
DESCRIPTION a.	STANDARD PRICE VALUE b.	SUBSISTENCE c.	ADJUSTMENT d.
APRIL. VOU #35 GOLD DAIRY		2739.00	
4. SHOULD HAVE BEEN ENTERED AS			
DESCRIPTION a.	STANDARD PRICE VALUE b.	ADJUSTMENT c.	
APRIL. VOU #35 GOLD DAIRY	2,379.00	-360.00	
THIS ITEM HAS BEEN PROPERLY ADJUSTED IN THE SUBSISTENCE SUPPLY MANAGER'S ACCOUNT. THE APPROPRIATE CONTROL JOURNAL AND GENERAL LEDGER ACCOUNTS HAVE ALSO BEEN ADJUSTED.			
5. REMARKS THIS CORRECTS ERROR IN TOTAL DOLLARS FOR GOLD DAIRY ENTERED IN APRIL ACCOUNTING PERIOD. -MICHAEL SMITH, GS-9, SUBSISTENCE SUPPLY MANAGER			

DA FORM 3295-1, JUL 2002

DA FORM 3295-1-R, NOV 1992, IS OBSOLETE.

USAPA V1.00

Figure 5-6. Example of a completed DA Form 3295-1 (Adjustment Voucher)

5-10. Gains and losses

- a.* The terms “gain” and “loss” mean an unidentifiable accounting gain or loss as reflected on the DA Form 3295.
- b.* Gain or loss tolerances are management indicators of the effectiveness of TISA accounting. A gain or loss tolerance minimizes the need for management surveys, internal reviews, investigations, or reports of survey.
- c.* The gain or loss tolerance is computed based on the amount of issues, sales, and transfers of subsistence items between accountability inventories or change of accountable officers.
- d.* The authorized gain or loss tolerance is one-half of one percent, expressed as 0.5 percent. The tolerance is computed by multiplying .005 (0.5 percent) by the amount for which the tolerance is applied. For example, .005 multiplied by dollars (issues, sales, and transfers) equals gain or loss tolerance. See also (1) through (3) below:
 - (1) The difference between the accountability inventory and the book inventory equals the total of the statement of gains and losses.
 - (2) If the book inventory is higher than the accountability inventory, the difference is a loss.
 - (3) If the book inventory is less than the accountability inventory, the difference is a gain.

5-11. Processing gains and authorized losses

- a.* The SSM adjusts gains or authorized losses by use of DA Form 4170 (Statement of Gains and Losses). Instructions for completing the DA Form 4170 are at figure 5-7. Form requirements are listed below:
 - (1) Prepare three copies of DA Form 4170 showing the value of issues, sales, and transfers since the last accountability inventory.
 - (2) Compute and enter the authorized tolerance.
 - (3) Enter the actual gain or loss.
 - (4) Input the actual gain or loss into the financial system.
- b.* There should be no unidentifiable gains in the TISA. Gains are normally the result of faulty inventories, erroneous prices, receiving and issuing errors, and other discrepancies. In the event of an unidentifiable gain the SSM—
 - (1) Attempts to determine the reason for the variance.
 - (2) Explains any corrective action taken in the remarks section of the DA Form 4170, when a gain exceeds the authorized tolerance.
 - (3) Requests an internal review, audit, or management survey under when unidentifiable gains exceed authorized tolerance.
- c.* The SSM prepares a DA Form 4697 for the entire amount of the unidentifiable loss when the loss exceeds the authorized tolerance. For processing unidentifiable losses, the SSM—
 - (1) Initiates the DA Form 4697 within 5 calendar days after the loss is discovered. The maximum delay time allowed is 15 calendar days.
 - (2) Posts DA Form 4697 as a credit to the DA Form 3295 when the voucher number is assigned. File the DA Form 4170 as supporting documentation to the DA Form 4697. Figure 5-2 shows closing of the DA Form 3295 with an accountability inventory posting a DA Form 4697 for losses.
 - (3) Files a copy of the DA Form 4697 until final action has been taken by the approving authority as prescribed in AR 735-5.
 - (4) Replaces the file copy with the copy indicating final action.

STATEMENT OF GAINS AND LOSSES <small>For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.</small>				
1. INSTALLATION				2. FROM
				3. TO
ACCOUNTING SECTION <small>a.</small>	VALUE OF TRANSACTIONS <small>b.</small>	<small>c x b = d</small> % OF ALLOWANCE <small>c.</small>	AUTHORIZED ALLOWANCE <small>d.</small>	DIFF IN BOOK & ACCT INV ACTUAL GAIN OR LOSS <small>e.</small>
4. REMARKS				
THE VALUE OF THE GAINS AND LOSSES AND THE TOTAL VALUE OF ISSUES, SALES AND TRANSFERS INDICATED ABOVE ARE CORRECT AND ARE PROPERLY ACCOUNTED FOR IN MY ACCOUNT. THE TOTAL VALUE OF GAINS AND LOSSES DOES NOT EXCEED THE AMOUNT AUTHORIZED BY CURRENT REGULATIONS UNLESS OTHERWISE NOTED.				
5. ACCOUNTING OFFICER <i>(Signature)</i>			6. EXAMINED AND APPROVED <i>(Signature of Commanding Officer)</i>	
7. DATE (YYYYMMDD)			8. VOUCHER NUMBER	

DA FORM 4170, JUL 2002

DA FORM 4170-R, NOVEMBER 1992, IS OBSOLETE.

USAPA V1.00

Figure 5-7. Sample DA Form 4170 (Statement of Gains and Losses) and instructions

-
- 1. Installation** Enter the name of the installation.
 - 2. From** Enter period starting date.
 - 3. To** Enter period closing date.
 - a. Accounting section** Enter the word subsistence.
 - b. Value of transactions** Enter the total dollar value of all issues, sales, and transfers for the applicable quarter. (Do not include identifiable losses.)
 - c. Percentage of allowance** Enter .005.
 - d. Authorized allowance** Multiply the dollar value of transactions (column b) times the percentage of allowance (column c) for the authorized allowance figure.
 - e. Difference in book Inv actual gain or loss** Enter the actual gain or loss.
 - 4. Remarks** Show gains or losses for two preceding quarters. Enter the date that the SSM's account was last reconciled with the finance and accounting office.
 - 5. Accounting officer** The SSM will sign this block.
 - 6. Examined and approved** This block will be signed by the installation commander or an authorized representative.
 - 7. Date** Enter the date the accountable officer signs the form.
 - 8. Voucher number** Enter the assigned voucher number.

Figure 5-7. Sample DA Form 4170 (Statement of Gains and Losses) and instructions—Continued

5-12. Identifiable losses

a. Identifiable losses are losses that are physically identifiable or immediately apparent without balancing the DA Form 3295 to determine the difference between the debit and credit columns. Identifiable losses include, but are not limited to—

- (1) Losses due to spoilage (not caused by equipment failure).
- (2) Breakage.
- (3) Infestation.
- (4) Climatic conditions.
- (5) Failure of equipment.
- (6) Forced issues.
- (7) Veterinary samples.
- (8) Price changes.
- (9) Natural disasters.

b. These losses are recorded on DA Form 3161 listing the items posted to the DA Form 3295.

5-13. Closing the DA Form 3295

a. Prior to closing the DA Form 3295 the SSM ensures that all cumulative type abstracts have been closed, assigned voucher numbers, and posted.

b. Comply with instructions for closing the DA Form 3295 in figure 5-2. There are three types of closings as follows:

- (1) Book inventory (fig 5-2).
- (2) Accountability inventory (fig 5-3).
- (3) Within the month accountable inventory (fig 5-4).

c. The SSM may summarize the DA Form 3295 monthly and quarterly. The summary of transactions (fig 5-2) is optional. It is done to provide information for preparing reports. Instructions for completing a summary are in figure 5-2.

5-14. Vouchers

a. A voucher is an authorized property accounting document that must be filed to show the receipt, transfer, or disposition of property. Each voucher must contain information to validate transactions shown.

b. Voucher numbers are used to control, reference, and file vouchers. Voucher numbers are assigned in numerical sequence. All receipt documents will be assigned a voucher number at the time of receipt at the warehouse. Vouchers are posted to the DA Form 3295 as one-line entries.

c. Sequencing of vouchers will be maintained on a calendar month basis as follows:

(1) The first voucher number assigned each month will always be the opening inventory. The opening inventory will always be the value of the previous month's closing inventory. If a new TISA is established, the opening inventory will be the dollar value of any subsistence on hand.

(2) The second voucher number assigned each month will always be the DD Form 708 (Inventory Adjustment Monetary Account). This form reflects the monthly price change (see fig 5-9).

-
1. **Date** Enter month and year.
 2. **Commissary/TISA** Enter name and address of the TISA.
 3. **Name of Accountable Officer** Enter name of SSM or accountable officer.
 4. **Department** Enter "subsistence".
 5. **Article** Enter item description of the item subject to price change.
 6. **Unit** Enter unit of issue.
 7. **Old Price** Enter current price
 8. **New Price** Enter new price
 9. **Price Change** Enter the difference between the current and new prices. If the new price is more than the current price, put a plus (+) sign in front of the difference. If the new price is less than the current price put a minus (-) sign in front of the difference.
 10. **Quantity** Enter the quantity on hand as reflected on the price change inventory.
 11. **Debit** Multiply the quantity on hand by the price change difference. Enter total in this column if there was an increase (plus) in price.
 12. **Credit** Multiply the quantity on hand by the price change difference. Enter the total in this column if there was a decrease (minus) in price.
 13. **Total** Enter total of debit column. Enter total of credit column. Net the difference and post the dollar amount to the VRGC as a debit or credit.
 14. **Signature** The SSM or accountable officer will sign the DD Form 708.
 15. **Voucher No.** Enter voucher number.

Figure 5-9. Sample DD Form 708 (Inventory Adjustment Monetary Account) and instructions—Continued

5-15. Lost or missing vouchers

- a. The SSM must establish procedures to protect and control vouchers during processing and until filed.
- b. When a voucher becomes lost, add the word "LOST" to the identification of the voucher in the description column of the DA Form 3295.
- c. Prepare and sign a statement for entry in the voucher file, if a voucher is missing or lost. The statement will include the following:
 - (1) Voucher number.
 - (2) Name of the consignee or consignor, if known.
 - (3) Description of the first item.

- (4) Date the number was assigned.
- (5) Action taken to locate the voucher.
- (6) Any other identification available.

5-16. Incomplete vouchers

- a. Vouchers are considered incomplete when—
 - (1) The voucher contains the wrong signatures or is missing signatures.
 - (2) DA Form 4170 or DA Form 4697 has not been approved.
 - (3) Required statements have not been received (such as, veterinary destruction or witness statements).
- b. The SSM initiates required action to complete vouchers that are incomplete for any reason.

5-17. Filing and arrangement of completed vouchers

- a. The SSM checks vouchers to ensure that no posting or input to financial systems has been overlooked before filing vouchers. The voucher file must—
 - (1) Support all postings to DA Form 3295.
 - (2) Be in the numerical sequence in which the vouchers were received and posted.
 - (3) Be in folders and labeled per AR 25-400-2
 - (4) Have supporting documents in sequence within organizational headings or unit identification codes. Cross reference cumulative type vouchers to files of supporting documents.
- b. Vouchers will not be removed from the voucher files without approval of the SSM.

5-18. Branch troop issue subsistence activity accounting procedures

- a. The SSM documents transactions pertaining to a branch TISA in the same manner as for the parent TISA.
- b. Documentation is completed as follows:
 - (1) Keep a separate DA Form 3295 for each branch TISA.
 - (2) Document transfers between the parent and branch TISAs will be posted to DA Form 3295.
 - (3) Retain accountable documents for posting to DA Form 3295 at the parent TISA. Copies of documents may be maintained at the branch TISA.
 - (4) Maintain additional records necessary to ensure proper document and fund control.
 - (5) Prepare DA Form 4170 per paragraph 5-14. Make separate entries on DA Form 4170 for the parent TISA and branch. Compute gains or authorized loss tolerances separately for the parent and branch TISA.

5-19. Management control numbers

Per AR 30-22, MCNs will be assigned to any item locally purchased that is not listed in C8900-SL or the DSCP prime vendor catalogs. The SSM maintains a register of all MCNs.

Section III

Receiving Procedures

This section prescribes procedures for the control and documentation of receiving subsistence at TISAs. Proper receiving is essential to proper accountability.

5-20. Receiving subsistence

- a. The SSM establishes the optimum frequency of receipts for direct TISA delivery. He also conducts unannounced spot checks of receiving operations at each receiving point at least once a week. The person in charge of a branch TISA performs the spot checks when distance precludes the SSM from performing the check.
- b. The warehouse supervisor ensures that—
 - (1) Receiving personnel do not place orders with vendors.
 - (2) Warehouse personnel are properly trained in receiving procedures.
 - (3) Personnel receiving supplies sign (full signature) and date all receiving documents.
 - (4) Receiving personnel identify one or more cases on the bottom layer of each pallet by entering the date of receipt or a local TISA color code. Marking the date of receipt assists in proper rotation, in preparing discrepancy reports, and in the conduct of cyclic inspections by food inspectors. When using a color code system, in lieu of date, marking the following will be performed:
 - (a) Place color identification on the bottom of each pallet load. The color is coded to month of receipt (for example, black (January), orange (February), and red (March)).
 - (b) Use pallet tags (pressure sensitive, monthly color coded cards) colored tape stick-on labels, labeling guns, or felt tip markers to color code cases.
 - (c) Post a chart depicting the color code for each month near each warehouse receiving point.

c. A stick on label (fluorescent red) with the words "Use First" and date of receipt is placed on several cases of each pallet when—

- (1) A shipment of the same item is received with an older date of pack than that of the item already on hand.
- (2) A newer date of pack is received that shows evidence of possible damage.
- (3) Stock has a use or sell by date on cases that is older than stock on hand.

5-21. Rejecting subsistence

The receiving individual will make the decision to receive or reject any item delivered by the prime vendor. Items that are damaged, decayed, or not of proper condition should be rejected (see FM 10-23-2 for inspection guidance).

5-22. Control of receipt documents

The vendor will provide a copy of all delivery tickets to the TISA and the receiving individual. The SSM consolidates receiving documents and processes receipts to DSCP as required. One copy of TISA receipts is used as a voucher for the TISA account. Control of receipt documents is critical. These documents will be retained for a period of two years after contract expiration unless otherwise instructed. Warehouse personnel will hand-carry receiving documents to the administrative office by close of business daily. The person in charge of a branch will send receiving documents to the parent activity in the most expeditious manner possible. As a minimum, the documents should be sent no later than 2 workdays after receipt.

5-23. Recording receipts

The SSM uses DA Form 272 (Register of Vouchers to a Stock Record Account) to record all receipts. A sample form with completion instructions is at figure 5-8.

- a. The DA Form 272 will be maintained at each receiving point.
- b. The next open voucher number of the VRGC will be assigned and provided to the receiving personnel before shipment is unloaded. The number and source of supply will be posted to the VRGC at that time.
- c. Tally numbers will be assigned to direct vendor delivery (DVD) items such as bakery and dairy products received at the TISA warehouse. Begin by assigning number one to the first DVD receipt each month.
- d. The DA Form 272 maintained at receiving points will be verified weekly, and filed each month with the TISA account. Verify weekly that all receipt documents recorded on the DA Forms 272 have been posted to the VRGC or vendors abstract.
- e. Receiving personnel verify that the quantity shipped from the supplier is the same as received. Discrepancies will be annotated on the receiving documents with the actual quantity received. Each change to the delivery document must be initialed by the person making the change.
 - (1) When DD Form 1348-1A for Government deliveries is not available, list all items received by nomenclature, unit pack, quantity, and price on a handwritten DD Form 1348-1A or DD Form 250 (Materiel Inspection and Receiving Report).
 - (2) All prime vendor deliveries must have proper vendor receipt documents completed at time of receipt.
 - (3) Date and sign (full signature) the receiving document.
 - (4) Record receipts to the DA Form 272 as follows:
 - (a) Enter the voucher or tally number on the DA Form 272. The voucher or tally number is also entered on the shipping document or delivery ticket.
 - (b) Enter the voucher or tally number on each document, if there is more than one shipping document. Enter sequence number of each succeeding document next to the voucher or tally number.
 - (5) Receiving personnel must notify the SSM anytime a subsistence item appears to be suspect in quality or condition.
- f. The SSM must ensure that all receipts are signed, dated, and posted to DA Form 272. The SSM must also ensure that all receipt documents are hand-carried to the administrative office daily and takes the DA Form 272 to the administrative office weekly for verification. At the close of each accounting month the SSM returns the completed DA Form 272 to the administrative section for filing.

DODAAC Enter TISA DODAAC.

Page number Enter page number.

Supply support activity Enter name of TISA and perishable or semiperishable storage.

Date Enter date of receipt.

Serial Enter voucher number or tally number for direct vendor delivery items (such as bakery and dairy products) received at the TISA warehouse.

PD Enter number of documents such as (1) (103) or ticket number for DVD items.

Date complete Use this column the same as 6 above, if needed, or leave blank.

To/From Enter source of supply.

Stock number Enter NSN or leave blank.

Item noun Enter item noun of first item on the shipping document and average weight or number of cases of the total shipment.

Remarks Enter any further identification of the document being registered such as requisition or purchase order number, shipping document, damage or shortage, and date paperwork was sent to the administrative office. The receiving person will enter his or her initials.

Figure 5–8. Sample DA Form 272 (Register of Vouchers to a Stock Record Account) and instructions—Continued

5–24. Receiving locally purchased supplies

a. The SSM completes the receiving portion of DD Form 1155 or prepares DD Form 250 or prepares other forms as designated by the director of contracting (DOC).

b. Receiving personnel—

(1) Compare purchase orders with vendor delivery documents. If quantities ordered differ from those received, notify the SSM and DOC for instructions.

(2) Note any overages or shortages on the delivery document. Damaged items will not be received. The receiving person and the vendor representative must sign the document.

(3) Forwards the vendor's delivery document to the administrative office for completion of a receiving report.

5–25. Reporting discrepant shipments and unsatisfactory subsistence

a. Discrepancies incident to shipment are the difference between the condition and count of the items shipped from those listed on the shipping document. Discrepant or unsatisfactory shipments of subsistence will be reported and accounted for as follows:

(1) The receiving personnel will have the delivery document corrected to reflect the actual receipts.

(2) The carrier's representative and the receiving warehouse personnel will sign all copies of the delivery document where such corrections are made.

(3) The SSM will file the original copy with the TISA voucher.

b. When noted during prime vendor deliveries, any discrepancy must be corrected in accordance with the prime vendor contract. The SSM will—

(1) Notify the vendor's customer representative for immediate resolution (within 24 hours).

(2) Immediately notify the DSCP contract account manager of any problem not resolved with the vendor.

- (3) Reproduce documents incident to discrepant and distribute them as follows:
 - (a) Fax to the DSCP contract account manager.
 - (b) File original copy of receipt documents with the TISA copy of the receiving document.

5-26. Processing no cost receipts

The SSM may receive subsistence at no cost. To maintain accountability for and provide an audit trail for no cost receipts, the SSM—

- a. Assigns a voucher number to the receipt document.
- b. Enters such receipts into the DA Form 3295 at zero dollar value. Do not process these receipts into the financial system.
- c. Keeps the stock segregated from other stock. Mark the cases or items to identify them from other stocks.
- d. Issue to dining facilities without charge to their account and enter “free issue” on all copies of the issue documents.
- e. Does not post these items to the DA Form 4538, and will not report them on DA Form 2969 unless required by HQDA.

5-27. Turn-in of subsistence

a. Items returned from field operations that are to be turned in will be inspected at the TISA by the VSP. Subsistence not suitable for storage and reissue will not be accepted or receipted. Subsistence returned from field training operations will be handled as follows:

(1) Unopened modules of unitized rations will be returned through the issuing supply point to the TISA. The SSM will utilize these items to support future field operations.

(2) Opened modules and individual items will not be returned to the TISA. These items are handled in accordance with AR 30-22.

(3) Unitized “B” Rations ordered for and issued to USMC units will not be turned in to the TISA.

b. When a dining facility is closed, the responsible food advisor will determine which units are to receive a transfer of any excess stocks. The SSM will credit and debit the appropriate dining facility account.

Section IV

Prices, Allowances, and Handling Defects

5-28. Establishing prices

DSCP will establish and distribute prices for all items listed in the prime vendor catalogs and all DSO furnished items. All prices will be distributed through the STORES catalog and will remain in effect until changed by DSCP. The SSM will provide copies of prime vendor price lists and price lists for any items purchased under separate contract to all authorized customers.

a. The SSM will use the invoice (receipt) price for listed items when local purchase has been used due to nonreceipt of items from the vendor.

b. Standard prices for subsistence purchased under contract other than the prime vendor will be established using the contract item price.

5-29. Basic daily food allowance and other allowances

a. *Meal conversion percentages.* The meal conversion percentages for the BDFA are—

- (1) Breakfast, 20 percent.
- (2) Lunch, 40 percent.
- (3) Dinner, 40 percent.
- (4) Brunch, 45 percent.
- (5) Supper, 55 percent.

b. *Computation of meal values.*

(1) To determine individual meal values, multiply the monetary value of the BDFA by the appropriate meal conversion percentage. Meal values are expressed in dollars and cents. Use the 5-mill rule to round meal values to dollars and cents.

(2) Application of the 5-mill rule may cause the breakfast, lunch, and dinner allowance to exceed or not meet the value of the BDFA. When this occurs, add to or subtract 1 cent from the dinner meal value to ensure that the total value of the three meals equals the computed value of the BDFA.

c. *Special food allowance.* A special food allowance may be authorized, as shown below, by the MACOM, NGB, or USARC to provide warming/cooling beverages to participants in field training operations. Special food allowances are not to be construed as supplemental food allowances.

(1) A special food allowance of 25 percent is authorized for harborcraft when subsistence is purchased from commercial sources.

(2) A special food allowance of 20 percent may be authorized to purchase additional beverages and fresh fruit when MREs are used for flight feeding.

(3) The special food allowance for warming/cooling beverages will be limited to the dollar amount specified in the approved request for such beverages. (See AR 30-22)

(4) Requesting units must provide the SSM a copy of an approved authorization document with their request.

d. Holiday allowance. The value of the BDFA is increased by 25 percent for the traditional Thanksgiving and Christmas meals. The allowance will be applied to the holiday lunch meal regardless of when served and is based on the BDFA for November or December. Reserve Component units on IDT are authorized the holiday allowance for either Thanksgiving or Christmas holiday meal, but not both. Feeding of the holiday meal during other than the stated month must be approved in advance by HQDA. An example for computing the holiday allowances is as follows: BDFA (\$6.20) multiplied by 25 percent ($\$6.20 \times .25$) equals holiday allowance (\$1.55). The holiday allowance plus the normal lunch meal value ($\$1.55 + \2.48) equals the adjusted meal value (\$4.03).

5-30. Hidden defects

a. The FOS or SSM should consult with VETCOM personnel before using possibly nonconforming items. When suspected hidden or latent defects are discovered during storage or preparation of an item, the SSM or FOS must request inspection by VETCOM personnel. When VETCOM personnel substantiate the existence of hidden or latent defects, they may also determine whether or not the items are fit for consumption. VETCOM personnel prepare reports as required by VETCOM procedures. The FOS will immediately prepare, and forward to the SSM, a SF 364, a copy of the VETCOM report and a copy of the receipt document. NOTE: If the item will not be returned to the vendor for an exchange the FOS must process a turn-in to TISA on the AFMIS. Currently, this is the only method available to receive a credit for the items on the dining facility account.

b. The SSM should—

(1) Notify the vendor customer assistance representative. Determine if the item is to be held for return to the vendor and if exchange will be made.

(2) Post a dollar value credit to the dining facility account equal to the value of the item reported. This is not necessary if the vendor exchanges the item one for one.

(3) Notify the DSCP account manager immediately. Consolidate documents (in a above) and FAX to the DSCP contract account manager to request credit for those items not replaced by the vendor.

(4) Provide one copy of documentation to the IFA.

(5) File one copy with the TISA copy of the receiving document.

(6) Provide necessary copies to the originating FOS (as required).

Section V Inventories

5-31. Inventories within the troop issue subsistence activity

a. The SSM ensures all required inventories within the TISA are conducted. To prepare for inventories the SSM will publish and provide the dates of inventories to all customers. Do not make issues or accept turn-ins during an accountability inventory. Keep the number of days the TISA is closed for inventory to a minimum. The SSM assigns voucher numbers, and stamps and posts (after inventory) receipts to the DA Form 3295 for the next accounting period when subsistence arrives during an inventory.

b. The SSM requests an inventory officer be appointed for the purpose of taking a separate annual accountable inventory. The inventory officer will be a commissioned officer, warrant officer, equivalent graded civilian, or a noncommissioned officer (E-7 or higher). A contracted inventory service is authorized to take the inventory officer's inventory.

5-32. Annual accountability inventory procedures

a. The following two teams are used to conduct the annual accountability inventory:

(1) *Inventory officer team.* This team is the appointed inventory officer and assistants required to perform the inventory.

(2) *TISA team.* This team consists of the SSM or his or her designated representative and any assistants designated by the SSM.

b. Each team conducts a separate inventory count. The teams never count the same items at the same time.

c. The SSM may detail qualified TISA personnel to assist the inventory officer with the identification of stock and item description. The SSM and inventory officer are responsible for correct recording of counts of all subsistence.

d. The teams use an inventory listing in three or more copies. Inventory listings are prepared by the SSM in advance

of the inventory date. The forms or listings will include name of installation, name of SSM, date of inventory, item nomenclature, and NSN.

e. The SSM and the inventory officer will perform the inventory in a manner to ensure that two separate and distinct counts are taken of all subsistence. In addition, the SSM and inventory officer will—

(1) Add to the inventory list any items found in stock that were not listed on the inventory listing. Count those items and record them.

(2) Make a recount of items when the inventoried quantities do not agree. Recounts will continue until both (SSM and inventory officer) counts agree.

(3) Reconcile the quantities recorded when counts are completed. Reconciliation will be confirmed by comparing counts of each item.

(4) Record the final inventory count.

(5) After the inventory has been finalized, type the following statements at the end of the inventory listing: To the best of my knowledge and belief, this inventory is correct. It was taken by persons under my supervision, and me, and has been reconciled with that of the troop issue subsistence officer. All discrepancies have been adjusted and corrections made on this copy of the inventory listing. This inventory has been secured at all times and will be delivered by me, personally, to the director of logistics (DOL) (*or similar office, the chief logistics office on the installation*). Typed name of appointed inventory officer. (*Duty phone number*) (*Date*) (*Signature*) To the best of my knowledge and belief, this inventory is correct and covers the accountability period from (*Date*) to (*Date*). (*Typed name of SSM*) (*Date*) (*Signature*)

(6) Sign and date the required statements upon finalization of the inventory.

f. The SSM also—

(1) Prices and extends inventory lists using standard prices in effect for the accounting period.

(2) Posts the dollar value of the accountable inventory to DA Form 3295 after all transactions for the accounting period have been posted. Assign the next voucher number and post dollar values of inventory as a credit. The total dollar value of subsistence inventoried is the exact accountability of the SSM as of the inventory date.

(3) Retains the inventory list as part of the TISA accounting files under AR 25-400-2. Worksheets may be retained or destroyed.

g. The inventory officer—

(1) Verifies cost extensions and dollar totals on the inventories (price lists are provided by the SSM).

(2) Delivers the inventory list to the DOL or the designated representative. The list will be retained in an unaltered condition until eligible for destruction under AR 25-400-2. Worksheets may be retained or be destroyed.

5-33. Quarterly accountability inventory procedures

The SSM uses two separate teams of TISA personnel to conduct the quarterly accountability inventory. One team is designated as an inventory team the second is designated as the SSM team. Procedures are the same as for paragraph 5-32 above.

5-34. Transfer of accountability

When a transfer of accountability is required, the departing SSM and the person assuming the accountability make separate inventories of subsistence.

a. Both persons conduct an accountability inventory per the procedures in paragraph 5-32.

(1) The newly appointed SSM will act as the inventory officer.

(2) The person being relieved of accountability prices, extends, and totals the inventory. The person assuming accountability verifies prices, extends, and totals.

b. After inventories have been reconciled, each person (SSM being relieved and newly appointed SSM) signs and dates the other's inventory. The newly appointed SSM takes a copy of the signed inventory to the DOL or designated representative for retention.

c. Gains or losses that exceed the authorized tolerance will be accounted for on a DA Form 4170. Out of tolerance gains or losses do not provide authority to conduct another accountability inventory. The next accountability inventory will be taken as normally scheduled unless the transfer was conducted during an accountable month. If this is the case, the accountability inventory will be conducted in the next quarter. For example, if the transfer of accountability is conducted on 15 October (an accountability month), the next accountability inventory will be taken between the 26th and the last calendar day of January.

d. If a loss exceeds the authorized tolerance, the person being relieved of accountability will prepare a DA Form 4697. This is done for that part of the quarter for which the person was accountable. The person relieved of accountability may be held financially liable for losses under report of survey procedures contained in AR 735-5.

e. The newly assigned SSM will file the signed inventory listing, copy of approved DA Form 4170 or DA Form 4697, and a copy of the appointing order in current TISA policy files per AR 25-400-2. These items will be available for inspection or audit.

- f.* The newly appointed SSM will post the dollar value of the inventory to DA Form 3295.
- g.* The newly appointed SSM will prepare all required reports to cover the entire accounting period.

5-35. Death or absence of the subsistence supply manager

Upon the loss of a SSM or after 30 days absence, the installation commander or designated representative will appoint a new SSM. He or she also appoints an inventory team to conduct the SSM's inventory. The newly appointed SSM and inventory team will conduct separate accountability inventories under provisions of paragraph 5-32.

5-36. Standing operating procedure for taking inventories of subsistence

The SSM prepares and publishes a SOP for taking inventories of subsistence. The SOP should include but is not limited to the following:

- a.* Procedures for appointing inventory officers.
- b.* Place to report when taking the inventory.
- c.* Place and time for briefing personnel.
- d.* Special instructions for inventory personnel.
- e.* Procedures for taking the inventory.
- f.* Location of the TISA office and subsistence storage areas.
- g.* Specifications for contract inventory service, when used.
- h.* Agreements or memorandum of understanding for use of TOE Class I subsistence supply personnel as inventory teams.
- i.* Place to deliver the inventory officer's copy of the inventory.

Section VI

Support Methods and Issues

5-37. Troop issue subsistence activity support procedures

TISA support may be provided through one or more methods depending on the installation mission, type of TISA operation, and support to field operations. Before the beginning of each month, the SSM must provide all supported FOSs and food advisors with—

- a.* The computed value of the BDFA.
- b.* The schedule of issues. A separate schedule of issues is prepared for each accounting period.
- c.* A schedule of issues for field operations per AR 30-22. The frequency of issues may be on a daily or multiple day basis. Consideration must be given to unit storage capability when scheduling multiple day issues. As a minimum, the schedule will contain the following information:
 - (1) Name and location of the TISA.
 - (2) Dates of the accounting period.
 - (3) Dates for submission of requests and headcount data.
 - (4) Ration issue dates.
 - (5) Turn-in dates.
 - (6) TISA inventory dates.
 - (7) Items scheduled for mandatory issue or substitution.
 - (8) The SSM may include such other information as deemed necessary.

5-38. Non-cataloged items

- a.* The SSM must establish submission lead times for special requests and provide guidance to food service personnel for requesting subsistence items not cataloged by the SSM or stocked by the prime vendor.
- b.* Special orders cannot be canceled, rejected, or turned in. They must be issued (by the prime vendor or SSM) and charged to the requesting unit.

5-39. Issue documents

- a.* A DA Form 3294 or a machine listing for subsistence will be used as issue documents. Instructions for completing the DA Form 3294 are at figure 5-10.
- b.* All TISA issue documents will contain the NSN, item description, unit of issue, and current price for each item listed.
- c.* Sufficient copies must be prepared for the SSM and unit.
- d.* Warehouse personnel will turn in completed issue documents to the TISA administrative office on the day of issue.
- e.* Branch SSMs will send issue documents to the parent activity in the most expeditious manner possible.

RATION REQUEST/ISSUE/TURN-IN SLIP												DATE (YYYYMMDD)			
TO: HHC 266 QM BN												REQUEST			
FROM: TISA, Camp Somewhere												ISSUE		X	
CONSUMPTION DATE(s) 29 JULY 2002												TURN-IN			
NUMBER OF MEAL(s) REQUESTED												ISSUE			
ITEMS	UI	B	L	D	B	L	D	B	L	D	TOTAL	SUPPLY ACTION	UNIT PRICE	DOLLAR VALUE	
UGR H&S Breakfast Menu #1	MO	1.00									10.00	10.00	234.16	2,341.60	
		10.00													
UGR-A Dinner Menu #1	MO			1.00							10.00	10.00	204.82	2,048.20	
				10.00											
UHT Milk, White, 1/2 pt.	CS	2.00		2.00							40.00	20.00	8.34	166.80	
		20.00		20.00											
UHT Milk, Chocolate, 1/2 pt.	CS	2.00		2.00							40.00	20.00	9.32	186.40	
		20.00		20.00											
Fresh Fruit Apples	LB			18.00							180.00	200.00	0.50	100.00	
				180.00											
Oranges	LB			18.00							180.00	175.00	0.80	140.00	
				180.00											
MRE	BX		4.20								42.00	42.00	75.75	3,181.50	
			42.00												
REQUESTED BY:					ISSUED BY:	JUDY SMITH				ISSUED BY:					
RECEIVED BY:	ROGER SUTTON, SFC 28 JULY 2002				RECEIVED BY:					RECEIVED BY:					
PAGE NO.	NO. OF PAGES	REMARKS:													
1	1														

DA FORM 3294, JUL 2002

DA FORM 3294-R, JUN 1990, IS OBSOLETE.

USAPA V1.00

Figure 5-10. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions

To: Enter name of organization.

From: Enter name of organization submitting the request.

Request and Date Requester will place an X in the issue block and enter the date the request is being submitted.

Issue and Date The issuing activity will place an X in the issue block and enter the date of issue.

Turn-in Leave blank. Preparer will place an X in the turn-in block and enter the date if rations are turned-in.

Consumption date Enter dates items will be consumed.

Number of meals Enter the number of servings requested under the proper consumption date and meal.

Item Enter NSN and brief item description of those items to be issued for consumption dates and meals.

UI Enter the appropriate unit of issue.

B, L, and D columns Enter the issue factors per 50 persons as given in Paragraph 4-14. Enter these under the proper consumption date and meal. On the next line down, enter the total amount required for the meal and date requested. To obtain this amount, you must multiply the number entered on the amount per 50 line by the number of meals requested/50. For example: The issue factor for fresh fruit is 18 pounds per 50. Meals requested are 500. Multiply 18 times $500/50 = 18 \text{ times } 10 = 180$. See note #1.

Total Add figures across the B, L, and D lines. Enter the results in this column. If the total is a decimal, drop less than one-half or round up more than one-half to the next whole number. Use the 5-mil rule. Minimum issue must be at least equal to 1. Do not zero any item required for issue to a supported customer.

Supply action The warehouse issue person will enter the actual amount issued.

Unit price Enter the standard price for that month. See note #2.

Dollar value. Enter the total cost of each item issued. Multiply the quantity in the supply action column by the price in the unit price column. Enter the result in this column.

Figure 5-10. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

Issued by. The person who issues the items will sign in this block.

Received by. The person receiving the subsistence will sign and date in this block. This signature indicates completion of the issue by the TISA.

Total dollar. The TISA enters the total dollar value of page. See notes #3 and #4.

Control No. The TISA assigns a control number at the time of preparation. Different numbers will be assigned each unit and issue date.

Page No. Enter the page number.

No. of pages. Enter the total number of pages used to complete the issue.

Remarks. To be utilized by units to explain any entry.

Notes:

1. The actual amount issued will be dependent upon pack size of the item.
2. If a substitution item has been issued, enter the standard price for the substitution.
3. Post this total to the DA Form 4538
4. For issues of more than 1 page, total all pages and post the grand total.
5. The SSM will provide a copy of the priced and extended form to the customer at the time of issue or no later than three working days after the issue.

Figure 5–10. Sample DA Form 3294 (Ration Request/Issue/Turn-In Slip) and instructions—Continued

5–40. Issue procedures

- a. Actual quantities issued (weight or count) are entered to all issue documents.
- b. The SSM consults and coordinates with the installation food advisor (IFA) when substitutions for items NIS are required.
- c. The issuer and receiver must sign all issue documents.

5–41. Document processing after issue

- a. A copy of each issue document is given to the customer receiving the subsistence.
- b. A priced and extended copy of all issue documents are furnished to the supported unit (Active Army, RC, NAF, and so forth) at the time of issue or no later than 3 workdays after the issue.
- c. The dollar value of all subsistence issued is posted to DA Form 4538. Instructions for completing the DA Form 4538 are at figure 5–12.

-
1. **Activity** Enter the name of the unit/customer being supported.
 2. **DODAAC/APC/FC** Enter the Department of Defense Activity Address Code (DODAAC); Account Processing Code (APC) or Fund Code (FC) of the customer being supported.
 3. **Accounting Period** Enter the current accounting month and year.
 - a. **Date** Enter the date that subsistence was issued.
 - b. **Control Number** Enter the control number that was assigned to the issue document or leave blank.
 - c. **UGR-A Rations** Enter the dollar value from the issue document of UGR A rations issued.
 - d. **UGR-H&S Rations** Enter the dollar value from the issue document of UGR H&S issued.
 - e. **Enhancements** Enter the dollar value of enhancements issued.
 - f. **Supplements** Enter the dollar value of supplements issued.
 - g. **MRE** Enter the dollar value of MREs issued.
 - h. **Operational Ration Box Lunch** Enter the dollar value of box lunches issued.
 - i. **Warming/Cooling Beverages** Enter the dollar value of warming/cooling beverages issued.
 - j. **Other** Leave blank unless an additional column is needed.
 - k. **Total (across)** Add the entry in each column across the page and enter the results in the first total line. The next line and subsequent entries will be added to the previous entry for a cumulative total.
 - Totals (down)** Add the entries together for a total dollar value of each type ration.
 4. **Page Total** Add the column totals and enter in this space.
 5. **Grand Total** If more than one page is used, add the page totals together and enter here.
 6. **Voucher Number** Enter the VRGC number assigned in this block.

Page **of** Enter the page number and total number of pages.

Note: Post turn-ins to the proper type of ration column. Circle the entry and subtract the dollar value of the turn-in.

Figure 5–11. Sample DA Form 4538 (Abstract of Issues/Sales) and instructions—Continued

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

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Vendor Enter the name of the vendor and appropriation to be charged. Prepare a separate form for each vendor or appropriation.

Month/year Enter the accounting month and year.

Page of pages Enter the page number and total number of pages.

Item Enter the item description.

Customer Use this column to identify customer or place of delivery.

1-31 Enter the quantities delivered or issued for each item under the correct day of the month on date of delivery. Enter the tally number given warehouse receiving person.

Total quantity Add quantities shown in the date columns. Enter the result in this column.

UI Enter the unit of issue for the item.

Cost price Enter the cost price of each item.

Total cost price Multiply the quantities in the total quantity column by the price in the cost price column.

Standard price Enter the standard price for the accounting month. Apply the 5-mill rule.

Total standard price Multiply the quantity in the total quantity column by the standard price in the standard price column. Enter the result in this column.

Totals Add the totals in the total cost price column. Enter the result on this line in the proper block. Add totals in the total standard price column. Enter the result on this line in the proper block. See note #1.

Voucher number Enter the voucher number assigned from the VRGC.

Notes:

1. Add the totals of each page for each vendor. Post that total to the VRGC monthly.
2. Use the monthly totals on the standard price line to prepare DD Form 1155.

Figure 5-12. Sample DA Form 5297 (Abstract of Vendor Deliveries) and instructions—Continued

5-42. Transfers between dining facilities

The SSM processes transfers as shown below with the approval of the responsible food adviser. Items are listed on an approved issue document.

- a.* Items are priced at current prices.
- b.* Transfer documents are signed by the authorized representative of the gaining dining facility, and the losing dining facility.
- c.* The gaining dining facility will provide the SSM copies of the transfer document.
- d.* The SSM and food service personnel will post the transfer as a debit to the gaining DA Form 7454 and a credit to the losing DA Form 7454.

5-43. Ration breakdown points

- a.* Ration breakdown points (RBP) may be operated at any level such as installation, corps, division, or brigade. When established, the functions performed and forms utilized are the same regardless of the level at which operated.
- b.* The SSM issues bulk quantities to the RBP for later breakdown and distribution by the RBP. The Class I officer in charge of the RBP is accountable for subsistence from the time it is received from the SSM until it is issued to supported units.
- c.* Procedures for operating a RBP are contained in FM 10-23.

5-44. Direct warehouse issue

The SSM may issue subsistence directly to supported customers. TISA personnel pull the required subsistence items from stock to prepare the issue. Supported units then pick up subsistence at the TISA warehouses.

5-45. Direct vendor delivery

Direct vendor deliveries (DVD) are authorized to organizations or units of Active, Reserve, and ROTC components of the DOD when satellited on Army installations for support.

- a.* The SSM establishes procedures and forms for requesting and ordering DVD. Forms that may be used include DA Form 3294 and machine printout or vendor delivery forms.
- b.* Vendors may deliver products directly to customers supported by the TISA or to the TISA warehouses.
- c.* To process DVD actions—
 - (1) The SSM prepares the forms and makes enough copies required for the SSM, vendor, and customer. Place orders in enough time to ensure required delivery. Determine time interval jointly with the vendor.
 - (2) The vendor delivers the items to the customer or TISA warehouse as specified in the order and obtains the signature of the receiver.
 - (3) The receiver enters the exact quantity received and signs their full name on all copies of the form.
 - (4) The vendor provides a signed copy of the form to the customer at the time of delivery, retains one copy, and forwards a copy to the SSM. Upon receipt of the vendor's delivery ticket the SSM—
 - (a)* Compares receipt quantities with delivered quantities on vendor delivered invoices.
 - (b)* Process receipts to AFMIS in accordance with the AFMIS users manual.
 - (c)* Posts the DA Form 5297 (Abstract of Vendor Deliveries) according to figure 5-13. Instructions for completing the form are at figure 5-13.
 - (d)* Prepares a DD Form 1155 (Order for Supplies or Services/Request for Quotations) as necessary to comply with the provisions of the contract, but not less than once a month. The SSM must retain delivery tickets to complete this form.
 - (e)* Posts the dollar value of DVD items issued to dining facilities on DA Form 7454 with AFMIS end of day processing.
 - (f)* Posts the dollar value of DVD issues to the proper DA Form 4538.

DA FORM 5298, JUL 2002 DA FORM 5298-R, NOVEMBER 1992, IS OBSOLETE. USAPA V1.00

1. **TISA** Enter the name of the installation/TISA.
 - a. **Date** Enter the date the operational rations were issued or received.
 - b. **DOP/Lot No.** Enter the date of pack and lot number.
 - c. **U/I** Enter the unit of issue.
 - d. **Quantity** Enter the quantity issued or received.
2. **ITEM** Enter the type of operational ration.
 - a. **Organization** Enter the organization that the TISA is issuing rations to or receiving rations from.
 - b. **Remarks** Enter remarks that explain the transaction (i.e. field training, returned unused from field training, etc).

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5-46. Subsistence purchased with State funds

The Secretary of the Army is authorized to sell subsistence to various States for use by ARNG. On behalf of the Secretary of the Army, sales to States as authorized by this pamphlet may be made by commanders of Army installations in CONUS, Alaska, Hawaii, and Puerto Rico and major overseas commanders or their authorized representatives.

5-47. Purchase procedures

Coordination may be waived only in cases of declared emergency when conditions clearly show that ARNG personnel will suffer undue hardship while waiting necessary purchase coordination. To the extent possible, the State AG will furnish the supplying installation the estimated duration of the emergency and the subsistence requirements of ARNG personnel.

5-48. Supply procedures

a. Units requiring purchase of operational rations must submit a request approved by the State AG or authorized representative to the supporting TISA.

b. Purchase orders, approved by the State AG or authorized representative, for subsistence other than operational rations will be submitted to the designated source of supply. Orders will designate items, quantities required, and the address of the State office to be billed. They must also be accompanied by a copy of the document indicating the required approval.

c. If an emergency precludes advance submission of purchase orders, the order will include a statement that an emergency has been officially declared by the Governor or the chief executive of the State, or territory concerned. The order will further state that the supply of the required rations, or acceptable substitutes, is not feasible from other sources.

5-49. Authorized special issues

a. The SSM may make issues of subsistence for purposes listed below when approval has been obtained from the installation commander or designated representative. Items required for culinary competition or research, development, testing, and engineering (RDT&E) but not listed in C 8900-SL may be acquired by the SSM from the commissary, or through local purchases.

(1) Army food service (including hospital) schools.

(2) Veterinary service schools.

(3) Installation food service courses formally established per AR 30-22 and AR 350-1.

(4) When required to perform experimental product tests, to test equipment, or to instruct personnel in the operation of dining facilities receiving USAQMC&S transition assistance team instruction before operation of a new or modernized dining facility.

(5) The U.S. Army culinary competition during preliminary and final competitions. Non- food items are not acquired or issued by the TISA.

(6) Installation level food service incentive competitions, such as cook of the quarter.

(7) RDT&E projects under DOD 3235.2.

(8) Commanders of camps for enemy prisoners-of-war and retained personnel per AR 190-8.

b. The SSM charges—

(1) The appropriation provided for issues to Active Army users authorized for purposes stated in (1) through (8) above.

(2) The appropriation provided for issues authorized in (7) above for approved RDT&E projects, if consumed by active Army personnel.

(3) RDT&E or user funds for issues of subsistence for RDT&E projects, and other authorized purposes not involving Active Army troop consumption.

(4) The applicable RPA or NGPA funds for approved issues made to RC requesters.

(5) The applicable appropriation provided by the commander for issues in (8) above.

c. The SSM establishes the number of days lead-time for submission of requests for special issues.

5-50. Disaster relief

Subsistence issues and reimbursements for disaster relief is handled per AR 500-60.

5-51. Travel rations

a. When rations are required to support either motor convoy or aircraft travel, the following are authorized for issue:

- (1) MRE.
- (2) Box lunches (from SB 10-254).
- (3) Hot meals (from SB 10-254).

b. Travel rations drawn at the AT installation for return travel to home station are to be included in the unit's AT account. The SSM reports the issue of travel rations per AR 30-22.

5-52. In-flight meals

Operational rations are authorized for in-flight meals. The requesting commander is authorized additional food items not to exceed 20 percent of the current BDFA as a special food allowance.

5-53. Forced issues

Forced issues should be made only as a last resort. Forced issues may be made to any Active Army or RC dining facility. The cost of the value of forced issues is a loss to the MPA fund. They will not be charged against the unit's account, nor will they be posted to the DA Form 4538 or the dining facility records of earnings and expenditures. The SSM—

- a.* Notifies the IFA of the quantity and items to be issued and reason stated by VSP for the necessity to force issue.
- b.* Prepares the issue document for the dining facilities selected by the IFA. Forced issues are made on a separate issue document marked "Forced Issues."
- c.* The amount of an item force issued must not exceed the quantity that can be processed, prepared, and served by the receiving dining facility.
- d.* Stocks that cannot be used are processed for disposal.
- e.* The TISA posts the total dollar value of the force issue to the DA Form 3295 as a credit and reports per AR 30-22.

5-54. Mandatory issues

- a.* A mandatory issue is made to dining facilities when directed by DA, USAQMC&S or the local menu board to reduce excess stocks, or expedite the issue of short shelf-life items recommended by VSP to preclude forced issues.
- b.* The SSM and the IFA coordinate the issue of mandatory items or quantities approved by the menu board. Mandatory issues should be scheduled to prevent dining facilities from being placed in an overdrawn status.
- c.* The SSM charges mandatory issues to the receiving unit and posts the dollar value to the DA Form 4538. Mandatory issues cannot be rejected, canceled, or turned in.

5-55. Potable and dry ice

- a.* Dry ice is not an item of subsistence supply and will not be supplied through TISA channels. Subsistence stock funds are not to be used for this purpose and dry ice will not be accounted for in the TISA account.
- b.* Potable ice required for installation needs is procured locally or supplied at point of use by individual ice machines. Regardless of the source, ice will be made, stored, and conveyed under TB MED 530. Installations or overseas commands establish ice allowances to meet local requirements. Purchase orders or contracts may specify delivery of ice by a vendor.
- c.* The SSM establishes control procedures for ice picked up directly from the vendor's ice plant by authorized TISA customers. These procedures will include the return of a copy of the delivery ticket to the TISA for comparison with vendor's invoice.
- d.* SSMs should provide resource managers the estimated cost of ice to be issued for inclusion in the operating budget.
- e.* The SSM may issue or sell ice to authorized customers as appropriate. Ice issues will be charged to the appropriate OMA, OMARNG, OMAR, RDT&E, or AIF.
- f.* The requesting service or organization will provide the proper fund cite to the SSM when requesting ice.

5-56. Ice issues direct from a warehouse

The SSM—

- a.* Prepares a separate DA Form 5297 for each appropriation to be charged for ice.
- b.* Enters ice and proper appropriation in the vendor block.
- c.* Enters pound or bag in the item column.
- d.* Enter customer's account number or unit designator in the customer column.
- e.* Warehouse personnel enter the quantities issued.
- f.* The person receiving the ice initials the issue document by the quantities issued.

5-57. Accounting procedures for ice

Ice issued, sold, or transferred is accounted for in the SSM's account. At the end of each accounting period, the SSM must—

- a.* Total the quantity of ice issued from warehouse as shown on each DA Form 5297.
- b.* Total the quantity of ice directly delivered from vendor delivery tickets.
- c.* Post the totaled quantities to the DA Form 5297 for the proper appropriation to be charged.
- d.* Attach the supporting records of direct delivery tickets to the proper DA Form 5297.
- e.* Price, extend, and total the DA Form 5297 to reflect the total value of ice issued. Assign a voucher number to the DA Form 5297.

Section VII

Handling Operational Rations

5-58. Operational rations

For TISA requisitioning and issue purposes, the following are considered operational rations:

- a.* Food packet, survival, general purpose (GP-1).
- b.* Meal, ready-to-eat (MRE).
- c.* Ration, cold weather (RCW).
- d.* Ration lightweight (30).
- e.* Arctic supplement to the UGR.
- f.* Unitized Group Ration, Heat and Serve (UGR-HS).
- g.* Unitized Group Ration, A-Ration (UGR-A).
- h.* Medical supplement for UGR's.
- i.* Religious Operational Rations.
- j.* Canned drinking water is a component of aircraft survival kits.
- k.* Unitized B ration.
- l.* Go to war ration.
- m.* Food packet long-range patrol (LRP).
- n.* Ultra high temperature milk (UHT).
- o.* Commercially prepared box lunches (meal kits).
- p.* Tailored operational training meal (TOTM).

5-59. Stockage and authorized purposes

The TISA stocks and issues operational rations for—

- a.* Unit's basic load.
- b.* Travel, training, special program requirements, and emergencies.
- c.* Operational projects.
- d.* Reimbursable sale to non-DOD Federal departments for use by Federal marshals, border patrol, or forestry service personnel.
- e.* Sale to other State agencies or instrumentalities, such as cities in emergencies, is authorized after approval of the emergency services division of the Federal Emergency Management Agency.

5-60. Receipt and rotation

- a.* Record the date of pack (month and year), date of receipt and lot number on DA Form 5298 (Operational Rations Accountability). An example of the form is shown at figure 5-13.
- b.* SSMs maintain a record of operational rations issued to and turned in by supported units on DA Form 5298.

5-61. Unit basic load

- a.* Meals ready-to-eat authorized for initial, or increases to a UBL are charged to the requesting unit's OMA.
- b.* The use of UBL by the command is limited to emergency situations only. UBL is not to be used for scheduled or planned field duty or field duty operations. Rations required to support field duty or field duty operations are obtained from the supporting TISA or Class I point.
- c.* Property book officers (PBO) maintaining UBLs initiate requests for replacement per (1) through (3) below.
 - (1) The PBO prepares request documents, citing need for replenishment, in sufficient copies to meet TISA requirements. Requests for replenishment must cite the reason UBL was consumed, date consumed, number of personnel supported, and number of meals consumed.
 - (2) Replenishment of UBL is charged to Active Army appropriations and is reported on DA Form 2969 per AR 30-5.

(3) The UBLs are rotated annually. When UBLs require rotation for a later date of pack, the exchange will be on a box-for-box like item basis between the SSM and PBO. Exchanges are not to be reported on DA Form 2969.

d. Unit commanders, in coordination with the installation commander's designated representative, determine the requirement for unit or TISA storage of UBLs.

5-62. Stockage levels and storage

Stockage level of operational rations will be per MACOM and HQDA guidance. The SSM should maintain only those levels of operational ration stocks that permit resupply from DLA prior to run out. The SSM should prepare and maintain a seven, fourteen and thirty day overlap of installation requirements. Normally, food packet survival, general purpose, and canned drinking water will not be stocked by the TISA, but ordered to fill requests. The SSM ensures that the latest date of pack is requisitioned.

5-63. Sale and issue

The appropriation cited on requests from other Services will be charged for issues to those Services. Marine Corps requests for operational rations during exercises are as follows:

a. The supported unit must coordinate quantities required with the supporting TISA in time to meet requisition lead times and provide a fund cite for billing on each request document.

b. The SSM will not accept turn-ins of B ration items requested for Marine use during exercises.

c. Requisition quantities requested using project code ZR9 in CC 57-59.

d. Maintain a DA Form 4538 for issues of operational rations to USMC units.

5-64. Senior and Junior Reserve Officer's Training Corps programs

The SSM may issue operational rations and components of the ration on a reimbursable basis for consumption by enrolled cadets selected for participation in authorized practical field training operations. The cost of these ration issues is charged to the Active Army appropriation and reported on DA Form 2969. For those cadets who are entitled to a subsistence allowance, the provisions of the DOD Military Pay and Allowance Entitlements Manual apply.

5-65. Excess operational rations

Operational rations excess to unit needs may be turned in to the TISA in the standard issue quantity, such as box. The TISA will not accept partial boxes. Unit excess partial cases will be transferred to another unit or garrison facility per AR 30-22.

5-66. Reporting

Issues of operational rations, less turn-ins, will be reported per AR 30-22. Issues funded by OMA (such as canned drinking water, food packet survival, initial or increase to unit basic loads) will not be reported on DA Form 2969.

Section VIII

Excesses, Transfers, Disposals, and Losses

5-67. Reduction and reporting of excesses

When it is determined that excess subsistence cannot be used locally, the SSM—

a. Attempts redistribution or cross-leveling by contacting other DOD subsistence activities. Transportation and other expenses incident to redistribution will be borne by the shipping installation or owning Service.

b. Reports excess operational rations that cannot be used within prescribed time limits to MACOM.

c. Has excess items inspected by VSP.

d. Disposes of items no longer suitable for intended use because of age, deterioration or other reasons.

5-68. Transfer of subsistence

This paragraph does not apply to shipments between the parent and branch TISAs.

a. Transfers between TISAs will be on a nonreimbursable basis. Prior MACOM approval will be obtained.

b. Transfers to agencies of other DOD activities are on a reimbursable basis (AR 37-1). The requesting activity will provide fund citation from which reimbursement is to be obtained by the billing office supporting the shipping TISA.

c. The shipping TISA will prepare a DD Form 1348, a DD Form 1348-1A, or DD Form 1149 (Requisition and Invoice/Shipping Document).

d. The shipping SSM will obtain the signature of the carrier's representative and attach a copy of the bill of lading to the shipping document to be posted to the VRGC.

e. The shipping SSM will drop the supplies from accountability at standard prices in effect at the time of shipment. The receiving SSM picks up accountability at the standard price in effect at time of receipt.

f. VSP inspect subsistence before shipment. If no VSP are available, the SSM inspects the subsistence visually for condition and states findings on the shipping document. Only items in case lots suitable for intended use are shipped.

5-69. Unfit subsistence

- a.* Subsistence will be disposed of when it is damaged, deteriorated, or no longer suitable for intended use.
- b.* Inspections will be requested by the SSM for distressed items. AR 40-657 makes provisions for VSP to recommend disposal of items unsuitable for intended use, yet fit for human consumption.
- c.* The SSM will segregate and suspend from issue items reported under the DOD Hazardous Food Recall Program such as ALFOODACT message items. The SSM will suspend these items until inspected and disposition instructions are received.

5-70. Disposal procedures

The following procedures will be used to dispose of damaged or deteriorated products:

- a.* Destruction must be witnessed by a person appointed by the installation commander or designated representative. VSP or TISA personnel will not act as a witness.
- b.* When there is evidence that subsistence was damaged through fault or neglect on the part of an individual, VSP will submit a report of circumstances in writing to the SSM. DA Form 4697 will be initiated by the accountable officer on receipt of the VSP report.
- c.* When subsistence items have been purchased subject to inspection and accepted at destination, any damaged or deteriorated items rejected will be removed from the installation by the vendor.
- d.* If hidden or latent defects are considered causative, the VSP may determine whether or not the items should be placed on hold status. DD Form 1608 should be submitted per chapter 3 of AR 30-22, and appendix H of this pamphlet, accompanied with a SF 364 to request credit under AR 735-11-2.
- e.* Salvage items to be disposed of will be marked and segregated in a secure area to preclude pilferage and stored in a closed, cleanable container. Salvage items will be destroyed as often as necessary to prevent attraction of insects, rodents, or other pests. Items should be denatured such as canned items (puncture) and bagged or packaged items (torn open and contents emptied into disposal containers).
- f.* Subsistence items may be lost or damaged due to circumstances beyond the control of the SSM. Such circumstances include fire, theft (other than pilferage), explosion, power failures, and storms. The SSM prepares DA Form 3161 when items are destroyed. The DA Form 3161 will not be processed as normal salvage. Prepare a DA Form 4697 for these identifiable losses.
- g.* The SSM and VSP will sign the destruction statements.

5-71. Preparation of salvage documents

- a.* Forms furnished by VSP listing salvage items will be priced and extended.
- b.* The SSM will prepare a DA Form 3161 as a cover sheet to VSP provided forms for the total dollar value of salvaged items and include statements below. The VSP, SSM, and required witness will sign the appropriate statement.
- c.* Post the dollar amount of the salvaged items as a credit to the DA Form 3295.
- d.* The salvage documents may be batched and the total dollar amount posted to the DA Form 3295 once a month.

5-72. Reporting loss, damaged, or destroyed subsistence

- a.* When losses occur in Army dining facilities, a copy of the DA Form 4697 is furnished to the SSM for posting to the dining facility record of earnings and expenditures.
- b.* Contract operated dining facilities will obtain relief from losses per procedures in AFARS 45.503. Written determination by the contracting officer as to the contractor's liability serves the same purpose as the DA Form 4697.
- c.* No credit is given by the SSM when an item has spoiled or deteriorated due to long or improper storage by the customer. The SSM determines this on a case-by-case basis with advice and assistance by the VSP as necessary.
- d.* The SSM or prime vendor is authorized to make an even exchange when an item issued is subsequently found to be defective.

5-73. Veterinary inspection samples

- a.* Veterinary service personnel are authorized to withdraw food samples from TISA stocks for inspection. The sampling may take place during receipt of supplies, while in storage, before issue or sales, during transfer, or as otherwise required.
- b.* A receipt is not required by the SSM when samples are selected and inspected and returned to stockage for issue.

5-74. Veterinary service personnel withdrawals

The VSP inspector provides the SSM a listing of the withdrawn items.

- a.* The SSM will price, extend, and total the provided HSC form. Voucher the form and post it to DA Form 3295 as a credit. Forms may be batched and the total amount posted once a month. Postings to the DA Form 3295 are

identified as "Vet Samplings." Include these postings in the identifiable loss total of the summary of transactions on DA Form 3295, at the end of the accounting period.

b. Process the dollar amount identified as Vet Sampling through the financial system as an inventory loss due to contamination or deterioration.

5-75. ALFOODACT messages

Sequentially numbered ALFOODACT messages are dispatched from DSCP to alert food activities worldwide of possible hazardous foods. Immediately upon receipt of an ALFOODACT message or notification by VSP of suspect items, the SSM will—

- a.* Identify stocks of suspect item on hand.
- b.* Segregate suspect items from all other stock, place in hold status, and suspend from issue.
- c.* Notify all customers and request items be segregated and held for disposition instructions.
- d.* Retain suspect item(s) in hold status until final disposition instructions have been received from DSCP.
- e.* File ALFOODACT messages in a separate file for a minimum of 1 year or until final disposition, whichever is later.

5-76. Mobilization considerations for TISA operations

The SSM should include the following factors in developing a mobilization plan:

- a.* Mobilizing units may arrive in large numbers in short time frames. The installation may have only a short lead-time to prepare for mobilization influx. Plan in terms of days and weeks instead of months.
- b.* The SSM must be prepared to calculate installation mobilization requirements without normal advance notification. Estimate initial supported ration strength to be 90 percent of population load forecast.
- c.* Installation support to mobilized units will be provided with available assets or from previously identified sources.
- d.* The TISA may be required to issue rations using both the AFFS and the ARCS. Mobilization menus may be developed locally and may be austere.
- e.* Additional qualified personnel will not be immediately available.
- f.* Transportation will be available to deliver to dining facilities, or for units to pick up at TISA.
- g.* Current DOD contracts for supplies and services will contain provisions for expansion to meet requirements. Prime vendors will be able to handle increased requirements for subsistence and delivery days.
- h.* Funds for reasonable expenses will be made available. Overtime usage will be authorized for mission accomplishment.
- i.* Installations will be authorized to expand use of local purchase procedures to obtain subsistence not readily available through normal supply channels.
- j.* When required, DECA will provide guidance on command control and turn over of commissary resale stocks.
- k.* Current refrigerated storage space may be inadequate. Purchase or leasing of prefabricated equipment may be required.
- l.* Installation and local ice capability may be inadequate.
- m.* On hand MHE may be inadequate to handle increased requirements.
- n.* Increased quantities of expendable supplies will be required.

5-77. Mobilization checklist

- a.* Have you estimated the number of TISA accounts that may be supported under mobilization and the incremental increase rate to be expected?
- b.* Have you estimated the approximate total headcount the TISA will support under mobilization? Are current facilities adequate to serve the increased population?
- c.* Have subsistence requirements for your mobilization population been computed? If so, upon what data were the computations based and are they current?
- d.* Under emergency conditions, could the present TISA staff support your mobilization populations? If not, are additional personnel requirements identified?
- e.* From what sources will you obtain subsistence in the initial period of mobilization (before normal supply sources have been able to fill the pipeline)?
- f.* Do you have sufficient permanent or semipermanent dry storage areas? If not, are vacant buildings available and designated as TISA mobilization storage areas?
- g.* Will you have to revert to outside storage of semiperishables? If so, are tarps available? Rough terrain forklifts?
- h.* Will you have sufficient cold storage (chill and freeze) to support your mobilization population? If not, how much additional space do you estimate will be required?
- i.* If you will not have sufficient cold storage, what alternative facilities have you investigated, such as commercial cold storage facilities, commercial subsistence transportation companies, and lease or purchase of equipment?

- j. If you do not have sufficient cold storage space and rental or lease facilities are not available, what is the estimated cost of purchasing the bare minimum refrigerated storage equipment?
- k. Does the TISA presently have sufficient MHE or is it immediately available to support the mobilization population? If not, have other sources been investigated?
- l. Under mobilization, will you have a requirement for ice within the TISA? If so, approximately how much per day? Will you supply dining facilities (garrison and/or site facilities), with ice?
- m. Have you computed your mobilization peak period, daily ice requirement? Can you support that requirement with present installation ice making equipment? If not, has it been determined that commercial sources can and will support both quality and quantity requirements?
- n. According to your contingency plans, who will be responsible for transporting subsistence from the TISA to supported units?
- o. Have you determined your mobilization requirement for expendable items (such as paper and plastic bags, ice tongs) per CTA 50-970? If so, are those items available at the installation in the required quantities? If not, do you have plans for acquiring them under mobilization conditions?

5-78. Guide for TISA review

This review guide is to assist commanders, DOLs, SSMs, survey officers, boards of officers, management survey personnel, and internal review personnel in the performance of their duties.

a. Section I. Reporting.

- (1) Has the SSM been appointed in writing as the accountable sales officer?
- (2) Are SSM and TISA personnel provided orientation and training?
- (3) Are SSM or TISA personnel appointed to duties involving potential conflicts of interest?
- (4) Are accounts accurately maintained on a monetary basis?
- (5) Are accounts maintained on an accounting month basis?
- (6) Is the account maintained on DA Form 3295?
- (7) Are entries to the DA Form 3295 in permanent media and corrections properly annotated?
- (8) Are vouchers posted to the account within 2 workdays of the transaction? Are voucher numbers properly assigned?
- (9) Compare opening inventory for each accounting period against closing inventory of previous period. Is the value of opening inventory always the value of the previous month closing inventory?
- (10) Have all price changes been entered on DD Form 708 and posted as voucher No. 2?
- (11) Are corrected vouchers properly done?
- (12) Are reports of survey prepared if correcting entries result in net loss exceeding authorized tolerances?
- (13) Are management or internal reviews requested when gains exceed 0.5 percent?
- (14) Does DA Form 4170 show the value of issues, sales, and transfers since the last accountability inventory?
- (15) Are reports of survey initiated within 5 calendar days when unidentified losses exceed authorized tolerance.
- (16) Is separate VRGC kept for each branch TISA?
- (17) Are gains and/or authorized loss tolerances computed separately for parent activity and branch?
- (18) Is subsistence properly documented when transported from warehouse to branch TISA ?
- (19) Is the proper closing procedure used on the VRGC?

b. Section II. Receipt controls.

- (1) Are authorized stock levels maintained?
- (2) Are items other than those listed in C8900-SL being locally purchased without prior approval?
- (3) Are carbon dioxide and dispensing rental fees billed separately from milk and beverages?
- (4) Are warehouse personnel trained for receiving and in-checking?
- (5) Are receiving dates annotated on cases received or a color code system used?
- (6) Are receipt documents from branches handled in the most expeditious manner ?
- (7) Is a DA Form 272 kept at each receiving point? Is the DA Form 272 verified weekly and filed monthly?
- (8) Are receipts properly processed through electronic systems?
- (9) Are discrepancies noted and reported?

c. Section III. Stock control.

- (1) Is the 5-mill rule used to establish prices for local purchases?
- (2) Is the invoice price used to establish standard price for local purchase items? Check local price list against last lot received prior to cut-off period?
- (3) Are physical counts conducted of stocks effected by price inventories? Spot check inventory counts against DD Form 708 entries.
- (4) Is subsistence marked to ensure that oldest items are identified to be issued first?
- (5) Are SOPs available and current?

- (6) Are visitors and persons not assigned to storage restricted and kept under observation?
 - (7) Are locations indicated on a storage planograph?
 - (8) Are scales tested monthly and calibrated to meet State and local requirements?
 - (9) Has the SSM coordinated an inspection schedule with supporting VSP?
 - (10) Are preventive measures enforced to preclude pilferage? Does the storage SOP include measures specified in AR 190–51?
 - (11) Has the SSM established an effective key control system?
 - (12) Does the storage SOP include required physical security procedures as specified in AR 190–51?
- d. Section IV. Inventory Accountability.*
- (1) Has an annual accountability been conducted and posted to the VRGC?
 - (2) Has the inventory officer's inventory and the TISA copy been reconciled and were two separate counts made?
 - (3) Have both, the inventory officer and SSM, signed and dated the inventory statements?
 - (4) Is the price change inventory conducted after all issues have been made through the last day of the accounting period?
 - (5) Has a transfer of accountability inventory been conducted (if required).
 - (6) Are inventory SOPs prepared and current?
- e. Section V. Issue control.*
- (1) Is a schedule of subsistence issues prepared by the SSM?
 - (2) Are issue documents prepared by the SSM to show the NSN, item description, unit of issue, and standard price (for other than prime vendor deliveries)?
 - (3) Spot check value of extended issue slips against postings to the DA Form 4538. Are postings correct?
 - (4) Are extended and totaled documents provided all customers within 3 workdays after issue?
 - (5) Are transfers between dining facilities properly documented?
 - (6) Are direct vendor delivery items properly received and posted?
 - (7) Are forced issues charged as losses to the subsistence appropriation?
 - (8) Are mandatory issues made as often as necessary to preclude forced issues?
 - (9) Does the SSM report out-of-balance accounts to the IFA 7 days after the end of the accounting period?
- f. Section VI. Operational rations. Are issues and turn-ins of operational rations recorded on DA Form 5298?*
- g. Section VII. Salvage control.*
- (1) Are items unfit for human consumption destroyed properly?
 - (2) Are salvage items marked and segregated in a secure area and stored properly.
 - (3) Are salvage documents signed by VSP and a disinterested person?

Appendix A References

Section I Required Publications

AR 25-400-2

The Modern Army Record Keeping System (MARKS). (Cited in paras 1-5, 3-37, 5-17, 5-32, and 5-34.)

AR 30-22

The Army Food Program. (Cited in paras 1-1, 2-1, 2-2, 2-4, 3-6, 3-7, 3-39, 3-40, 3-41, 3-42, 3-55, 3-58, 3-59, 3-60, 3-65, 3-67, 4-2, 4-31, and 5-27.)

AR 40-25

Nutrition Allowances: Standards and Education. (Cited in paras 3-15, 3-40, and 3-68.)

AR 40-657

Veterinary Medical Food Inspection and Laboratory Service (Cited in para 3-56.)

AR 190-51

Security of Unclassified Army Property (Sensitive and Non-Sensitive). (Cited in para 5-78.)

AR 420-49

Utilities Services. (Cited in para 3-63.)

AR 710-2

Inventory Management Supply Policy Below Wholesale Level. (Cited in para 3-62.)

AR 725-50

Requisition, Receipt, and Issue System. (Cited in para 3-62.)

AR 735-5

Policies and Procedures for Property Accountability. (Cited in paragraphs 3-11, 4-7, 4-18, 4-31, 5-11 and 5-34.)

DA Pam 738-750

Functional Users Manual for The Army Maintenance Management System (TAMMS). (Cited in para 3-63.)

TB MED 530

Occupational and Environmental Health Food Sanitation. (Cited in paras 3-7, 3-8, 3-55, 3-61, and 5-55.))

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.

AR 5-9

Area Support Responsibilities

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 30-5

Food Cost and Feeding Strength Summary

AR 40-656

Veterinary Surveillance Inspection of Subsistence

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

AR 190–8

Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees

AR 190–13

The Army Physical Security Program

AR 190–16

Physical Security

AR 210–14

The Army Installation Status Report Program

AR 210–35

Civilian Inmate Labor Program

AR 215–1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 220–45

Duty Rosters

AR 310–1

Publications, Blank Forms, and Printing Management

AR 310–25

Dictionary of United States Army Terms

AR 350–1

Army Training

AR 350–18

U.S. Military Academy Cadet Army Orientation Training (AOT)

AR 385–10

The Army Safety Program

AR 415–15

Army Military Construction Program Development and Execution

AR 500–60

Disaster Relief

AR 600–8–22

Military Awards

AR 600–38

Meal Card Management System

AR 601–210

Regular Army and Army Reserve Enlistment Program

AR 735–11–2

Reporting of Supply Discrepancies

CTA 50–909

Field and Garrison Furnishings and Equipment

CTA 50–970

Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures)

DFAS IN 37-100

Account Code Structure

DOD 1338.10

DOD Food Service Program

DOD 1338.10-M

Manual for Department of the Defense Food Service

DODI 6055.1

DOD Occupational Safety and Health (S&H) Program.

DOD 7000.14-R

Department of Defense Financial Management Regulations (FMRs)

FM 10-23

Basic Doctrine for Army field Feeding and Class I Operations Management

FM 10-23-1

Commander's Guide to Food Service Operations

FM 10-23-2

Tactics, Techniques, and Procedures for Garrison Food Preparation and Class I Operations Management

Section III**Prescribed Forms**

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and USAPA Web site (www.usapa.army.mil); DD Forms are available from the OSD Web site (www.dior.whs.mil/ICDHOME/DDEFORMS.HTM).

DA Form 2970

Headcount Report. (Prescribed in para 3-39 and app C.)

DA Form 3032

Signature Headcount Sheet. (Prescribed in paras 3-13, 3-25, 3-50.)

DA Form 3034

Production Schedule. (Prescribed in paras 3-41, 4-12, and 4-19.)

DA Form 3034-2

Disposition of Subsistence. (Prescribed in para F-5.)

DA Form 3234

Inventory Record. (Prescribed in para 3-20.)

DA Form 3234-1

Monthly Inventory Recap Sheet for DA Form 3234. (Prescribed in para 3-20.)

DA Form 3294

Ration Request/Issue/Turn-in Slip. (Prescribed in paras 3-41, 4-1, 4-13, 4-17, 4-18, 4-19, 4-23, 4-25, 4-28, and 4-35.)

DA Form 3295

Voucher Register and General Control. (Prescribed in paras 5-5 and 5-13.)

DA Form 3295-1

Adjustment Voucher. (Prescribed in para 5-9.)

DA Form 3546

Control Record for Dining Facility DD Form 1544. (Prescribed in para 3–26 and 3–36.)

DA Form 3988

Equipment Replacement Record. (Prescribed in paras 3–61, 3–62, and 5–4.)

DA Form 4170

Statement of Gains and Losses. (Prescribed in paras 5–11, 5–18, and 5–34.)

DA Form 4538

Abstract of Issues/Sales. (Prescribed in paras 4–38 and 5–41.)

DA Form 4552

Kitchen Requisition. (Prescribed in paras 3–24 and 3–59.)

DA Form 4945

Dining Facility Modernization Plan Development. (Prescribed in paras 3–6 and E–1.)

DA Form 5297

Abstract of Vendor Delivery. (Prescribed in para 5–45.)

DA Form 5298

Operational Rations Accountability. (Prescribed in para 5–60.)

DA Form 5415

Garrison Category Checklist. (Prescribed in para 3–64.)

DA Form 5416

Field Kitchen Category Checklist. (Prescribed in para 3–64.)

DA Form 5913

Strength and Feeder Report. (Prescribed in paras 3–39, 4–1, 4–4, 4–13, and 4–44.)

DA Form 5914

Ration Control Sheet. (Prescribed in paras 3–39, 3–50, 4–16, 4–17, and 4–19.)

DA Form 7169

Troop Issue Subsistence Management Report. (Prescribed in para 5–3.)

DA Form 7454

Monthly Earnings and Expenditure Record. (Prescribed in paras 3–20, 3–22, and 3–43.)

DA Form 7455

Financial Summary. (Prescribed in paras 3–20 and 3–44.)

DA Form 7456

Product Evaluation Form. (Prescribed in para 3–12)

DA Form 7457

Request to Stock New Line Items. (Prescribed in para 3–12.))

DA Form 7458

Risk Management Data Log - Cooking. (Prescribed in para 3–7.)

DA Form 7459

Risk Management Data Log - Hot or Cold Holding/Storage. (Prescribed in para 3–7.)

DA Form 7460

Risk Management Data Log - Cooling Cooked Items. (Prescribed in para 3–7.)

DD Form 708

Inventory Adjustment Monetary Account. (Prescribed in paras 5–14.)

DD Form 1544 (Available through normal forms supply channels.)

Cash Meal Payment Book. (Prescribed in paras 3–13, 3–26, 3–27, and 3–29.)

DD Form 1608

Unsatisfactory Material Report (Subsistence). (Prescribed in para 5–70.)

Section IV**Referenced Forms**

Except where otherwise indicated below, the following forms are available as follows: DA forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and USAPA Web site (www.usapa.army.mil); DD Forms are available from the OSD Web site (www.dior.whs.mil/ICDHOME/DDEFORMS.HTM).

DA Form 272

Register of Vouchers to a Stock Record Account

DA Form 410

Receipt for Accountable Form

DA Form 1687

Notice of Delegation of Authority-Receipt of Supplies

DA Form 2405

Maintenance Request Register (Available through normal form supply channels.)

DA Form 2409

Equipment Maintenance Log

DA Form 2765–1

Request for Issue or Turn-in (Automated)

DA Form 2969

Food Cost and Feeding Strength Summary

DA Form 2969–2

Subsistence Data Summary Reserve Components

DA Form 3161

Request for Issue or Turn-in

DA Form 3953

Purchase Request and Commitment

DA Form 4697

Department of the Army Report of Survey

DA Form 5161

Comprehensive Food Service Inspection

DD Form 250

Material Inspection and Receiving Report

DD Form 2 (ACT) (Check with personnel office for availability.)

Armed forces of the United States Geneva Convention Identification Card

DD Form 362

Statement of Charges/Cash Collection Voucher

DD Form 714 (Available through normal forms supply channels.)

Meal Card Control Book

DD Form 1131

Cash Collection Voucher

DD Form 1149

Requisition and Invoice/Shipping Document

DD Form 1155

Order for Supplies or Services

DD Form 1172

Application for Uniformed Services Identification Card

DD Form 1348

DOD Single Line Item Requisition System Document

DD Form 1348-1A

Issue Release/Receipt Document

DD Form 1544 (Available through normal forms supply channels.)

Cash Meal Payment Sheet

SF 44 (Available through normal forms supply channels.)

U.S. Government Purchase Order-Invoice Voucher

SF 361

Transportation Discrepancy Report

SF 364

Report of Discrepancy

Appendix B

Instructions for the Food Service Management Plan

B-1. Contact for planning administration and schedule

a. The FSMP will be administered by the Director, ACES ATTN: ATSM-CES-OE, 1201 22nd Street, Fort Lee, VA 23801-1601 for HQDA.

b. All MACOM commanders will submit a FSMP for each of their installations every 2 years. The cut-off date of the form is the last day in the fiscal submission year (30 September) with a suspense date to ACES of 30 October. An example would be, cut-off of 30 September 2004 (report years of FY 03 and 04) due to the ACES by 30 October 2004. This guidance does not apply to ARNG, USAR, or Army hospitals.

c. The FSMP will be completed as instructed at figure B-1.

DINING FACILITY MODERNIZATION PLAN DEVELOPMENT														Page No. 1	No. of Pages 1	REPORTS CONTROL SYMBOL CSGLD-1881												
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.																												
COMMAND TRADOC				INSTALLATION FORT ANYWHERE				SUBPOST				DATE (YYYYMMDD) 20020723																
DINING FACILITIES										BARRACKS SUPPORTED																		
Building No.	Curr Act	To be convt	Type	Square Feet	Serving Capacity	(g) Part Modernization				(h) Full Modernization FY & Project No.				(i) Conversion FY & Project No.				Building No.	Maximum Capacity	Percent Served	No. Served	(n) Modernized FY & Project No.						
						FY 89 W-106				FY 95 W-213	FY 95	FY 96 W-346	FY 97 W-110	FUT	FY 95 W-213	FY 96 W-346									FY 95 W-213	FY 95	FY 96 W-346	FY 97 W-110
(a)	(b)	(c)	(d)	(e)	(f)											(j)	(k)	(l)	(m)									
200	X		DD	13,245	250	X				X						1200	175			X								
201		X	64	5,100	245								X			1201	175			X								
																TOTAL	350	70	245									
678	X		NS	5,000	200					X	(H	O	S	T	N	A	TION)	250	70	175	X						
204	D		121	5,200	300	D	I	V	E	R	T	E	D	T	O	A	D	M	I	N	OFFICE							
205	X		DD	22,389	500					X						1205	170						X					
206		X	121	5,200	300									X		1206	170						X					
																TOTAL	340	85	289									
210	X		DD	27,550	800							X				1211							X					
																1212							X					
																1213							X					
																1214							X					
																TOTAL	968	70	678									
260	X		NS	16,500	1000								X			1261	260							X				
																1262	260							X				
																1263	260							X				
																1264	260							X				
																TOTAL	1,040	95	988									
630	X		64	5,100	245	W	E	E	K	E	N	D	T	R	A	I	N	I	N	G	T-631							
																TOTAL	65	95	62									
9	7	2				1				1	1	1	1	1	1	1	1			14				2	1	2	4	4

DA FORM 4945, JUL 2002

DA FORM 4945-R, APRIL 1984, IS OBSOLETE.

USAPA V1.00

Figure B-1. Sample DA Form 4945 (Dining Facility Modernization Plan Development) and instructions

Page No.

Starting with page 1, number each page used to list all the dining facilities on the installation.

No. of pages

The total number of pages used to list all the dining facilities on the installation.

Reports control symbol

Enter CSGLD-1881.

Command

Enter the applicable MACOM.

Installation

Enter the name of the installation to which the listed dining facilities actually belong.

Sub-post

Enter the name of the camp, post, or station where the dining facilities are actually located (for example, Yakima Training Center is a sub-post of Fort Lewis, WA).

Date

Enter the date the form was prepared.

Column a

Enter all active and inactive dining facilities by building number, including temporary buildings that are used by USAR and ARNG units during IDT or AT for mobilization and other uses.

Column b

- a. Place an "X" if the dining facility is currently active.
- b. Enter a C (converted) if the dining facility has been or is planned to be stripped of all installed and mobile food service equipment and utility hook-ups, and will be used for an alternate purpose and no longer available to subsist troops.
- c. Enter a D (diverted) if the dining facility has all mechanical kitchen equipment and utility hookups, but is being temporarily used for an alternate purpose; for example, a library or conference room. However, the facility can be reverted to a dining area for the purpose of subsisting soldiers.

Column c

Enter an "X" if the dining facility is to be converted in the future.

Figure B-1. Sample DA Form 4945 (Dining Facility Modernization Plan Development) and instructions—Continued

Column d

Enter the applicable type of dining facility; for example, type 64, type 106, type 121, non-standard (NS), or definitive design (DD).

Column e

Enter the square footage of the entire dining facility (kitchen, storage, administration, serving, or dining area). Because of variances in the construction of the same type of facility, check with the facilities engineer for square footage of the dining facility designs prior to making the entry in this column.

Column f

Enter the serving capacity of the dining facility based on a 90-minute serving and eating time.

- a. Type 64 dining facility designed serving capacity as built was 300 prior to modernization; after modernization it is 245.
- b. Type 106 dining facility designed feeding capacity as built was 1,000 prior to modernization; after modernization it is 800.
- c. Type 121 dining facility designed serving capacity as built was 400 prior to modernization; after modernization it is 300.
- d. Serving capacities of existing nonstandard dining facilities will be determined by the FPMO. For planning purposes, the following standard serving line types, rates, and seating capacities will be used as a guide when determining serving capacities for new and existing dining facilities.

Type	Description	Serving Line Rate
A	Full serving line for full menu meals	8 patrons per minute
B	Reduced A line w/short order menu service	5 patrons per minute
C	Full serving line plus short order section (A line is 8 patrons per minute + short order is 2.5 patron per minute = 10.5 patrons per minute)	10.5 patrons per minute

- e. New facilities constructed with modern standard design (minimum and maximum capacity range), for example, 150-250; 501-800 should be reported using the maximum figure.

Column g

Enter in the column line the modernization project number and fiscal year of projects authorized under HQDA MCA Barracks Modernization Programs. This would include such projects as painting, upgrading of utilities, and installation of air conditioning.

Figure B-1. Sample DA Form 4945 (Dining Facility Modernization Plan Development) and instructions—Continued

Column h

Enter the year and project line number for projects authorized full modernization (installing new mobile kitchen equipment (MKE), decor, and state-of-the-art and the year for those to be programmed in the intermediate 2-year program. For any unknown year long-range program, write in under fiscal year, future "FUT." If used for mobilization, ARNG or USAR, or any other reason, enter on the line directly across from dining facility building number (reserves), (mobilization), (diverted to library), (inactive).

Column i

Enter the year and line item number for authorized conversion projects and the year for those to be programmed in the future.

Column j

Enter the barrack building numbers that are served by the dining facility in column a.

Column k

Enter the barracks design capacity using data provided by the installation master planner.

Column l

Enter the percentage of bachelor enlisted quarters (BEQ) strengths for mission or operation funding requirements based on the following information--

Types of mission or operation:

a. Basic Training and Recruit Training	95 percent
b. Mobilization and Annual Training	95 percent
c. Advanced Individual Training (AIT)	90 percent
d. Service Schools and Recruit Reception Stations	85 percent
e. Permanent Party in Remote Locations	90 percent
f. Permanent Party Garrison (including TOE and TDA units), Support Units, Construction Battalions, Weapons Plants	70 percent
g. Personnel Transfer and Overseas Processing Centers	50 percent
h. Confinement	110 percent

Column m

Enter the number of barrack spaces that will be served by the dining facilities reflected in column a. Example: maximum capacity (col k) x percent served (col l) = number served; 242 x .85 = 205.70 or 206.

Note: Do not enter headcount or average headcount or average headcount data in this column; also the figure entered in this column should not be greater than the figure entered in column f.

Column n

Enter the year and line item number for projects authorized for modernization and the year for those to be programmed in the future (if the year is unknown for modernization

Figure B-1. Sample DA Form 4945 (Dining Facility Modernization Plan Development) and instructions—Continued

enter unknown). The barracks and supporting dining facilities should be modernized at the same time; however, only permanent-type buildings will be modernized.

Note: At the bottom of the form, enter the total number of facilities listed in columns a, b, c, g, h, i, j, and n. The totals of each column does not necessarily have to match, for example, column b and c do not have to match column a. Consecutively numbered pages will be totaled to reflect the totals of preceding pages. For example, page 1 of 2 has 4 facilities listed in column a while page 2 of 2 has 5 facilities listed. The total in column a, page 2 of 2 would be 9 facilities.

Figure B-1. Sample DA Form 4945 (Dining Facility Modernization Plan Development) and instructions—Continued

B-2. Plan purpose

The purpose of the FSMP is to provide information and guidance for the formulation and implementation of installation enlisted personnel dining facility—

- a. Construction.
- b. Modernization.
- c. Improvement planning.
- d. Full mobilization planning.

B-3. Scope

- a. All dining facilities must be listed, including the following:
 - (1) Temporary buildings that are used by USAR and ARNG units and for mobilization.
 - (2) Those facilities that were constructed or modernized wholly or partially with host nation funds.
- b. To maintain an accurate FSMP on each installation, the FPM and master planner should establish and maintain close continued coordination.
- c. Request for assistance should be directed to ACES (address above).

B-4. Preparation

- a. The FSMP must be reviewed and revised whenever there is a change in the Army Stationing and Installation Plan. The FSMP is also reviewed and revised when there is a change in the annual MCA programs due to actions by the MACOM, HQDA, or Congress.
- b. The food program manager office (FPMO) will prepare the FSMP and supporting documents and coordinate with the installation's master planners office.

B-5. FSMP folder contents

- a. The FSMP folder should contain, as a minimum—
 - (1) The most current and legible blueprints of the installation site plans.
 - (2) DA Form 4945. Any correspondence regarding the FSMP.
- b. The following will be indicated on the blueprints of the installation general site plans by color code and building numbers:
 - (1) *Heavy black outline.* All existing permanent and semipermanent appropriated fund enlisted personnel dining facility (EPDF) and other facilities (for example, TISA and supporting storage facilities) supporting the appropriated fund food program. *Blue outline.* All existing temporary appropriated fund EPDF and other facilities (for example the TISA and storage facilities) supporting the food program.
 - (2) *Red outline within black or blue outline.* All existing permanent, semipermanent, and temporary EPDF and supporting facilities to be retained as a permanent part of the FSMP.
 - (3) *Yellow within black or blue outline.* All existing permanent, semipermanent, or temporary appropriated fund EPDF and supporting facilities not be retained as a permanent part of the installation FSMP and to be converted to other uses.
 - (4) *Green within black outline.* All new appropriated fund EPDF, including cold storage facilities proposed in the short-range and intermediate-range MCA programs identified by proposed fiscal year and project number.

(5) *Solid black.* All existing bachelor enlisted quarters (BEQ) supported by existing EPDF and all new BEQ projects proposed in the short-range and intermediate-range MCA programs identified by fiscal year and project number.

(6) *Purple within black outline.* All dining facility modernization or construction using host nation funds.

c. All types of correspondence (such as written MFRs, notes, maps, overlays, or electrical communication to include FONECON and messages) should be retained for reference in the plan folder. Site plans, DA Form 4945, and all correspondence relevant to the FSMP will be prepared in duplicate, one for files and one set to be forwarded with the FSMP in accordance with instructions in paragraph B-1.

Appendix C

Review Procedures for Dining Facility Operations

C-1. General conduct of operational reviews

a. This appendix provides a guide for dining facility reviews for requisitioning, receiving, utilizing, and physically securing subsistence and the physical protection of buildings. It will provide the commander a reasonable assurance that existing guidance (policy and procedures as stated in regulatory guidance) are implemented. The reviews will apply to all except contract operated Active Army dining facilities.

b. The reviews will be conducted by personnel appointed by the next higher headquarters providing food service advisory support. The appointed person must have food expertise to properly perform the reviews.

c. When the reviews are completed, a memorandum with any forms or work sheets used will be completed. The memorandum will be signed (with rank) and dated by the person conducting the review. The memorandum will be sent through command channels to the responsible commander, copy furnished the dining facility FOS. The FOS will keep the review memorandum on file in the dining facility.

d. The reviews will be conducted with the frequency as follows:

- (1) The high dollar subsistence item review will be conducted monthly.
- (2) The requisitioning and receiving reviews will be conducted semiannually.
- (3) The physical security review will be conducted semiannually.

e. The reviews will be conducted with the procedures below.

C-2. Requisition procedures

The appointed person will review requisitioning procedures used in the dining facility. The review will determine if the subsistence requirements, as requested, had the following considerations addressed:

- a. Are requests for subsistence supplies determined or guided by a dining facility menu?
- b. Does the dining facility menu meet the menu standards outlined in this pamphlet?
- c. How many days in advance of consumption is the menu developed?
- d. Is the inventory on-hand considered when developing the prime vendor subsistence requisition?
- e. Are subsistence requests submitted on schedule and in the prescribed format?
- f. Are completed subsistence transfers from units in the field considered when requisitioning documents are completed?
- g. Are factors such as, the time of month (payday), day of the month, holidays, and field training considered when subsistence is ordered?
- h. Does the estimated headcount on the production schedule compare (within 5 percent) of the actual headcount recorded as being?

C-3. Review of receiving procedures

The appointed person will review the receiving practices used in the dining facility. The review will be conducted during an actual receiving operation to ensure that—

- a. Scales are available and in satisfactory operating condition and being used?
- b. Subsistence items are being inspected for proper quality and quantity?
- c. The issue document quantity is being compared to the actual issue quantities for accuracy?
- d. Receipt discrepancies are being correctly recorded on the issue document?
- e. Receipt documents are being signed properly by authorized personnel?
- f. Does a member of the facility management staff routinely oversee the receiving process?
- g. The “use by” codes are being checked for accuracy?

C-4. Review of physical security procedures

The appointed person will conduct the security review to ensure that—

- a. The semiperishable subsistence storage areas in the dining facility (or belonging to the dining facility) secure and store supplies in a proper environment, to include operational ration storage?
- b. The perishable storage areas secure and maintained at prescribed temperatures?
- c. The storage areas, semiperishable and perishable, under supervision of food service personnel when opened for use?
- d. Padlocks (key type) are used to secure subsistence supplies and storage facilities in accordance with AR 190–51?
- e. Personnel are not allowed to bring personal packages and carrying devices into storage areas?
- f. Access to storage areas is limited to individuals who need access to perform their assigned mission?
- g. Personal storage lockers are located in a designated area away from loose or broken containers of food?
- h. Food service equipment, dining area equipment/furniture, and administrative equipment/furniture properly marked, secured, and accounted for in accordance with AR 190–51.
- i. The dining facility entrance/exit doorways and windows properly secured to restrict entrance during nonserving times and when the facility is closed?

C–5. Subsistence reviews

a. All full time dining facilities operating under ARCS will conduct a monthly high dollar subsistence item review. Automated facilities will follow the procedures contained in the AFMIS system. Nonautomated dining facilities will follow the procedures below. Appoint a person to conduct the review on a monthly basis by using DA Form 3034–2. High dollar or selected subsistence items may be reviewed daily or weekly based on the needs of the commander. Instructions for completing the DA Form 3034–2 (Disposition of Subsistence) are listed in figure C–1.

b. High dollar items are defined as meats, fish, poultry and can include all items listed in the FSC 8905 group. Other subsistence items may be added by the MACOM or local commander. A minimum of four subsistence items will be identified for review each month.

c. A tolerance factor will be used to identify acceptable or unacceptable accountability of a subsistence item. The allowable tolerance factor is 5 percent per line item. See figure C–1, on how to compute the 5 percent tolerance.

d. When unacceptable accountability is indicated on DA Form 3034–2, the following steps will be taken by the reviewing officer:

- (1) If one item is unacceptable, reevaluate the same item in the following month with three new items.
- (2) If two or more items are unacceptable during the same review period—
 - (a) Recheck computations for possible errors.
 - (b) If no computation errors are found, determine probable causes and inform the FOS and commander.
 - (c) Select four new items (different) for the following review a period.
- (3) When two or more subsistence items are unacceptable for 2 consecutive months, the review officer will—
 - (a) Follow instruction in (2) above.
 - (b) The appointed person will prepare an analysis to identify causes and develop a written corrective action plan for the specific purpose of obtaining acceptable accountability.
- (4) If two or more subsistence items are unacceptable for 3 or more months, the reviewing person will—
 - (a) Send a formal notice to the commander. The commander will take the necessary corrective actions to resolve and improve accountability.
 - (b) Select four different items and continue to monitor disposition of subsistence on DA Form 3034–2.
- e. The following is a list of often-repeated errors that could adversely affect disposition of subsistence items:
 - (1) Inaccurate or incomplete end-of-the-month inventory.
 - (2) Not correctly entering “Quantity Returned” to stock (column d) on the Kitchen Requisition Form (DA Form 4552).
 - (3) Not correctly entering additional items used for “back-up” when more food is needed on the serving line.
 - (4) Not correctly accounting for subsistence items loaned between dining facilities.
 - (5) Using, but not accounting for, subsistence items for the preparation of “box lunches” or being issued items for box lunches and not using those items.
 - (6) Poor security of subsistence items in the dining facility.
 - (7) Not properly checking the items received against the issue/receiving documents.

DISPOSITION OF SUBSISTENCE

For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.

DINING FACILITY CO A, 236TH BN, QM BDE, FT LEE, VA						PERIOD OF 01 - 28 FEB 02					
ITEM DICED PORK			ITEM SOLE FILLETS			ITEM COFFEE			ITEM KRISPY KRITTER DONUTS		
UNIT OF ISSUE LB			UNIT OF ISSUE LB			UNIT OF ISSUE LB			UNIT OF ISSUE BX		
DATE	RECEIPTS QUANTITY	PREPARED QUANTITY	DATE	RECEIPTS QUANTITY	PREPARED QUANTITY	DATE	RECEIPTS QUANTITY	PREPARED QUANTITY	DATE	RECEIPTS QUANTITY	PREPARED QUANTITY
1	20		1			1	20	3	1		
2		28	2		8	2		5	2	5	3
3			3	30		3		2	3		1
4	40		4			4		3	4		1
5			5			5		3	5	10	2
6			6	20		6		3	6		2
7		25	7			7	20	8	7		
8			8		23	8		4	8		4
9			9			9			9		
10			10			10			10		
11			11			11	20	3	11	5	2
12			12			12		3	12		2
13	40		13	40		13		3	13	4	2
14			14			14		3	14		2
15			15		15	15		3	15		
16			16			16			16		
17			17			17			17		
18			18			18	20	3	18		
19			19			19		3	19		
20			20			20	20	3	20	8	2
21			21			21		5	21		2
22		35	22			22		6	22		2
23			23			23		4	23		2
24			24			24		4	24		
25			25			25	20	4	25	4	1
26			26			26		3	26		2
27			27	20	12	27		3	27		1
28			28			28	20	3	28		1
29			29			29			29		
30			30			30			30		
31			31			31			31		
TOTALS	100	88		110	58		140	87		36	34
Beg Inv	10		Beg Inv	5		Beg Inv	10		Beg Inv	2	
Receipts	+ 100		Receipts	+ 110		Receipts	+ 140		Receipts	+ 36	
Subtotal	110		Subtotal	115		Subtotal	150		Subtotal	38	
Closing Inv	- 22		Closing Inv	- 67		Closing Inv	- 55		Closing Inv	- 3	
Total Avail	88		Total Avail	48		Total Avail	95		Total Avail	35	
Qty Prep	88		Qty Prep	58		Qty Prep	87		Qty Prep	34	
Unaccounted (+ or -)	0		Unaccounted (+ or -)	-10		Unaccounted (+ or -)	8		Unaccounted (+ or -)	1	

DA FORM 3034-2, JUL 2002

DA FORM 3034-2, AUG 1984, IS OBSOLETE.

USAPA V1.00

Figure C-1. Sample DA Form 3034-2 (Disposition of Subsistence) and instructions

Disposition of subsistence or accountability checks of high cost items can be made daily, weekly, or monthly.

Dining facility

Enter the official unit designation of the unit operating the dining facility.

Period of

Enter the inclusive dates of when the check is being made.

Item

Enter the description of the item as reflected on the issue document.

Unit of issue

Enter the unit of issue as reflected on the issue document, i.e., lbs, bx, bg, etc.

Receipts Quantity

Enter on the appropriate line the quantity of an item received on that date as listed on the issue or receiving document.

Prepared Quantity

Enter on the appropriate line the quantity of an item prepared as reflected on the Kitchen Requisition, DA Form 4552.

Totals

Enter the totals by adding up the quantities listed on each line under the “Receipts Quantity” and “Prepared Quantity” columns respectively.

Beg Inv (Beginning inventory)

Enter the quantity of the item shown on the ending inventory from the previous month's Inventory Record, DA Form 3234.

Receipts

Enter the total from the “Receipts Quantity” column.

Subtotal

Add “Beg Inv” and “Receipts” entries and place the total here.

Closing Inv (Closing inventory)

Enter the quantity of the item shown on the current month's ending inventory from DA Form 3234.

Total Avail (Total available)

Subtract the “Closing Inv” figure from the “Subtotal” figure and enter the result here.

Figure C-1. Sample DA Form 3034-2 (Disposition of Subsistence) and instructions—Continued

Qty Prep (Quantity prepared)

Enter the total from the “Prepared Quantity” column.

Unaccounted (+ or -)

Enter the (+) or (-) quantity here by subtracting the “Qty Prep” figure from the “Total Avail” figure. If the “Qty Prep” is less than the “Total Avail”, a shortage (-) exists. If the “Total Avail” figure is less than the “Qty Prep”, an overage (+) exists. Enter the figure using the (+) or (-) sign. A 5 percent tolerance factor is used to determine if the entry is acceptable or unacceptable.

The Roast Beef item in figure 3-* is given as an example. The “Total Avail” roast beef for the accounting period was 311 pounds. Multiply 311 pounds by 5% (.05) and the tolerance factor rounds up to 16 pounds. This means that an entry in the “Unaccounted (+ or -)” line greater than 16 pounds would be considered unacceptable and subject to the unacceptable accountability procedures given in Appendix C. As shown in the example, the roast beef is within tolerance, (-) 6 pounds.

Note: Detailed procedures for subsistence reviews are contained in Appendix C.

Figure C-1. Sample DA Form 3034-2 (Disposition of Subsistence) and instructions—Continued

Appendix D

Standing Operating Procedures for Headcounters

D-1. Accounting for meals and money

The headcounter is responsible for accurately accounting for each individual admitted to the dining facility for a meal. The importance of this duty is emphasized since the headcount data total is the basis for the dollar value of earnings of the dining facility. The headcounter may be provided money to make change for cash paying diners. Any money provided must be signed for by the headcounter, and all money collected from the diners for meal payment must be safeguarded.

D-2. Admission to dining facility

Each individual entering the dining facility will be identified to determine meal entitlement, whether authorized to eat free or if he/she must pay cash for the meal. All diners will be required to sign the appropriate form. All personnel entering a traditional service dining facility, while on duty, will sign the appropriate form regardless of whether a full meal or only a portion of a meal is consumed. An a la carte dining facility replaces the DA Form 3032 and DD Form 1544 with the cash register system. This includes all members of the food service preparation staff and other contract personnel.

D-3. Specific duties

The headcounter is required to check each person entering the dining facility to determine which form the diner will sign.

a. Individuals authorized to eat without paying will show a meal card (DD Form 714 (Meal Card Control Book), or a command-generated document that serves the purpose of the meal card). When not in uniform a DD Form 2 (ACT) (Armed Forces of the United States Geneva Convention Identification Card) or a DD Form 1172 (Application for Uniformed Services Identification Card) will also be shown. RC soldiers authorized SIK will show DD Form 2A, which will identify each soldier's category (ARNG/USAR) on the front right hand corner, but they may or may not have a meal card. These individuals will sign the DA Form 3032.

b. Individuals paying cash for their meals will pay either the discount meal rate or the standard meal rate. Dependents of enlisted soldiers E-1 through E-4, and nonprofit youth groups and their member advisors will pay the

discount meal rate. All other cash customers will pay the standard meal rate. All personnel paying cash for their meals must sign the DD Form 1544.

D-4. Headcount forms

a. DA Form 3032 (Signature Headcount Sheet) is the basic document to collect signatures and account for meals served to enlisted personnel authorized essential unit messing (EUM) (subsistence-in-kind (SIK)). The individual will sign his/her first name, middle initial, and last name. You (the headcounter) will enter the entire meal card number from the DD Form 714, or the last four digits of the SSN (DD Form 2 (ACT)). For a reservists or trainee, DD Form 2 (ACT) you will enter the last four digits of the SSN. The meal card number or last four digits of the SSN will be entered upside down to save from rotating the form after each diner's entry.

b. The FOS will fill out the headings on the headcount sheets and provide them to you. A separate sheet(s) will be used for each category checked on the top of the form by the FOS. For those personnel in the categories not checked, or written-in, on the DA Form 3032 see the FOS for instructions. Definition of the diner categories and use of the DA Form 3032 are listed below:

(1) *Permanent*. Permanent personnel are Active Army enlisted personnel who are authorized SIK and are assigned, or attached, to an organization on the installation or passing through the installation. In full-time RC dining facilities operating under ARCS, permanent will reflect personnel who are members of a unit of that State's ARNG or members of a unit in that MUSARC for IDT or AT.

(2) *Common service*. Common service personnel are enlisted members serving on Active duty in the Air Force, Navy, and Marine Corps. Added to this category will be enlisted members of the ARNG or USAR. All five branches (3 Active duty and 2 Army RC) of Service personnel are entitled to eat without paying cash and will sign on a DA Form 3032.

(3) *Reimbursements*. When this category is checked, the top of the sheet will include central billing and local reimbursement. A separate sheet will be provided for each category. These categories are defined as follows:

(a) *Central billing by Active Army*. Personnel of the Junior and Senior (college) U.S. Army ROTC, Youth Conservation Corps, and Job Corps.

(b) *Local reimbursement*. This category will be used to record the number of individuals who will reimburse the dining facility through the use of a MIPR or group payment procedures. Those entitled to use this type of procedure are Service members of the Air National Guard, U.S. Air Force Reserve, U.S. Navy Reserve, and U.S. Marine Reserve. Additionally, personnel of the U.S. Coast Guard, labor service, kitchen police (KPs), Military Assistance Program (MAP), and cadets of U.S. Military Academies will be entered under this category. A separate sheet will be used to record the name of each individual, service component, or organization.

(4) *Other*. The block "Other" will be checked for personnel not listed in the categories above. The FOS will also write in the name of the "Other" category.

(a) If the "Other" block is titled "Deferred Payment", you will be provided special instructions by the FOS and may have a list naming the personnel authorized to sign this sheet. A "Deferred Payment" DA Form 3032 reflects cash meal payment and must be safeguarded the same as the DD Form 1544.

(b) If the "Other" block is titled Defense Finance Accounting Service (DFAS) action. Those authorized to sign this sheet are as follows:

1. *Active Army and RC Officers*. These officers will present a document (DD Form 714 (over-stamped FLD, TDY orders, or a unit memorandum/letter) that identifies them as being in TFA/FD field training or operation status (and have paid or will pay for a meal through DFAS procedures), which authorizes them to eat without paying. This generally applies to officers who return (temporarily) from the field and eat a meal in a garrison dining facility.

2. *Senior enlisted*. Senior enlisted soldiers who normally retain BAS but have returned from the field (temporarily) and have a meal card (over stamped FLD) or another official unit document authorizing them to eat without paying.

c. Cash Meal Payment Sheet, DD Form 1544 is an accountable form used to record cash payment for meals. The sheets are pre-numbered and caution must be exercised to ensure they are filled out properly (see sample in SOP folder) and safeguarded. Individuals paying cash for their meals will enter their rank, signature, and meal cost in the prescribed columns. The headcounter will collect the money for the meal before allowing that individual to receive meal service. When there is a question as to a person's entitlement, contact the FOS for the proper procedure. Generally, the following applies:

(1) *Officers*. Officers will pay the standard meal rate. An exception to this rule applies if they have an over-stamped meal card (FLD) or are entered on a memorandum indicating they are authorized to sign the DA Form 3032 and eat without paying when they are participating in field training or field operations.

(2) *Enlisted personnel*. All enlisted personnel retaining BAS will pay the standard meal rate. Enlisted soldiers drawing per diem will also pay the standard meal rate. An exception applies if they have an over stamped meal card (FLD), or if they are entered on a memorandum indicating they are authorized to sign the DA Form 3032 and eat without paying when they are participating in field training/operations.

(3) *Military dependents*. Military dependents of soldiers in the rank of corporal, or specialist, and lower (E-1

through E-4) will pay the discount meal rate. All other dependents will pay the standard meal rate. The soldier of all dependents will pay the standard meal rate.

(4) *Federal civilian employees.* Federal civilian employees will pay the standard meal rate unless they have orders or documentation stating otherwise.

(5) *Civilian and military family members consuming a meal in the dining facility will enter the following abbreviations above their grade or as their grade:*

(a) *DFA.* This abbreviation identifies all dining facility attendants.

(b) *FM.* This abbreviation identifies military family members (dependents), and will be entered above the abbreviated rank of the sponsors.

(c) *MA.* Military Academy cadets or midshipmen.

(d) *NYG.* Nonprofit youth groups.

(e) *CIV.* This abbreviation identifies all civilian (DOD and others) diners.

(f) *CM.* This abbreviation identifies all DF contract employees.

(g) *RET.* This abbreviation identifies all retired military personnel.

(h) *GST.* This abbreviation identifies all “guests” and will be entered above the abbreviated rank of the sponsors.

d. At the completion of the meal the headcounter will close out the DD Form 1544 and DA Form 3032 by following direct guidance provided by the FOS or contract operator.

D-5. Headcounter additional duties

The headcounter will not be assigned additional duties such as checking attire, maintaining order, selling newspapers, and so forth. The headcounter’s full attention must be devoted to accurately accomplishing the requirements in this SOP.

Appendix E Headcount Report

E-1. RCS CSGLD-1596 (R5)

The DA Form 2970 (RCS CSGLD-1596 (R5)) is used to report the number of personnel subsisted in Active Army, ARNG, and USAR dining facilities operating under ARCS and not operating with AFMIS. It provides information for the DA Form 2969. These data are used by HQDA to prepare budget estimates, establish funding programs, and provide information for developing troop feeding plans. Detailed instructions for completing the form are prescribed and reflected in figure E-1.

a. Preparing agencies

b. Each dining facility operating under ARCS and not on AFMIS will report headcount data on DA Form 2970.

c. Dining facilities receiving subsistence support from allied nations during joint training exercises will submit the report to the TISA that provides their support during garrison operations.

HEADCOUNT REPORT										
For use of this form, see DA PAM 30-22; the proponent agency is DCS, G4.										
1. MONTH AND YEAR MARCH 2002				2. UNIT CO A, 236TH BN, QM BDE, FT LEE, VA						
SECTION A - ARMY										
LINE	CATEGORY <i>a</i>	M E A L	DATE (YYYYMMDD) 20020301	DATE (YYYYMMDD) 20020302	DATE (YYYYMMDD) 20020303	DATE (YYYYMMDD) 20020304	TOTAL OF COLUMNS <i>b</i> THRU <i>e</i> <i>f</i>	TOTALS FROM LAST REPORT <i>g</i>	TOTAL TO DATE <i>h</i>	
			HEADCOUNT <i>b</i>	HEADCOUNT <i>c</i>	HEADCOUNT <i>d</i>	HEADCOUNT <i>e</i>				
1	SIK (DA Form 3032)	B/BR	100	120	80	90	390		390	
		L	100	100	100	95	395		395	
		D/S	70	75	65	50	260		260	
2	FIELD TRAINING	B	75	75	75		225		225	
		L								
		D	75	75	75		225		225	
3	CASH (DD Form 1544)	B/BR	20	30	20		70		70	
		L	30	25	35		90		90	
		D/S	10	15	5		30		30	
SECTION B - COMMON SERVICE										
4	ACTIVE US AIR FORCE	B/BR	2	2	2	4	10		10	
		L	2	2	2	2	8		8	
		D/S	2	2	2	2	8		8	
5	ACTIVE US NAVY	B/BR	1	1	1	1	4		4	
		L	1	1	1	1	4		4	
		D/S	1	1	1	1	4		4	
6	ACTIVE US MARINES	B/BR	10	15	15	15	55		55	
		L	10	15	20	15	60		60	
		D/S	5	10	5	5	25		25	
7	ARNG	B/BR	25	25	50	50	150		150	
		L	25	25	25	25	100		100	
		D/S	10	25	15	10	60		60	
8	USAR	B/BR	2	2	1	1	6		6	
		L	1	1	1	1	4		4	
		D/S	1	1	1	1	4		4	
SECTION C - REIMBURSEMENTS										
9	Central Virginia University SROTC	B/BR	5				5		5	
		L	5				5		5	
		D/S	5				5		5	
10	Canadian Army	B/BR		5			5		5	
		L		5			5		5	
		D/S		5			5		5	
11	USAF Reserve	B/BR			5		5		5	
		L			5		5		5	
		D/S			5		5		5	
12		B/BR								
		L								
		D/S								
13		B/BR								
		L								
		D/S								
14		B/BR								
		L								
		D/S								
SECTION D - TOTALS										
15	TOTAL	B/BR	240	275	249	161				
16	TOTAL	L	174	174	189	139				
17	TOTAL	D/S	179	209	174	69				

DA FORM 2970, JUL 2002

REPLACES DA FORM 2970, AUG 1986, AND DA FORM 3033, AUG 1986.

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Figure E-1. Sample DA Form 2970 (Headcount Report) and instructions

SECTION E - OPERATIONAL RATIOS									
L I N E	CATE- GORY <i>a</i>	MEAL	DATE (YYYYMMDD) 20020301	DATE (YYYYMMDD) 20020302	DATE (YYYYMMDD) 20020303	DATE (YYYYMMDD) 20020304	TOTAL OF COLUMNS <i>b</i> THRU <i>e</i> <i>f</i>	TOTALS FROM LAST REPORT <i>g</i>	TOTAL TO DATE <i>h</i>
			HEADCOUNT <i>b</i>	HEADCOUNT <i>c</i>	HEADCOUNT <i>d</i>	HEADCOUNT <i>e</i>			
18	US ARMY	MRE							
		UGR-A							
		UGR-H&S	44				44		44
		B/L		100			100		100
19	ARNG	MRE							
		UGR-A							
		UGR-H&S							
20	USAR	MRE							
		UGR-A							
		UGR-H&S							
21	US MARINES	MRE							
		UGR-A							
		UGR-H&S							
22		MRE							
		UGR-A							
		UGR-H&S							
23		MRE							
		UGR-A							
		UGR-H&S							
24		MRE							
		UGR-A							
		UGR-H&S							
25		MRE							
		UGR-A							
		UGR-H&S							
26		MRE							
		UGR-A							
		UGR-H&S							
27		MRE							
		UGR-A							
		UGR-H&S							
28	MEALS SOLD FOR CASH	MRE							
		UGR-A							
		UGR-H&S	2				2		2
3. REMARKS									
4. DATE (YYYYMMDD) 20020306									
5. SIGNATURE OF FSO/COMMANDER Jeffery R. Proffitt, CPT, FSO, CONUS									

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Figure E-1. Sample DA Form 2970 (Headcount Report) and instructions—Continued

1. Month and Year Enter the month and year of the current accounting period.

2. Unit Enter the unit designation.

Section A- Army

Heading, Date, Columns b, c, d and e

Enter dates for which headcount is being reported. The dates are applicable to lines 1 through 17. If 2 months are involved, prepare two reports. (For example, one report will be prepared for the 30th of one month and a second report for the 1st and 2d of the following month.)

Line 1, Columns b, c, d and e

Enter the headcount (except operational rations) of all persons served without reimbursement in ARCS dining facilities under the appropriate meal (breakfast, lunch, dinner, brunch or supper). Line 1 is used by active Army and RC units when subsistence is received from a Subsistence Prime Vendor or other military source. Line 1 is also used by RC units when unprepared subsistence is purchased from the economy. Do not include the headcount when the following types of meals are fed:

- a. Meal, ready-to-eat.
- b. Meal cold weather/Long range patrol (MCW/LRP).
- c. Commercially prepared box lunch.
- d. Unitized Group Ration (UGR).

Line 2, Columns b, c, d and e

This line is used to record all A-rations served to field training (5 days or less) from a garrison dining facility. Enter the headcount and/or present-for-duty strength from DA Form 5913. This number will include all of personnel served A-ration meals and participating in field training (5 days or less), including those authorized SIK, those reimbursing through DFAS action, or those paying in cash at time of consumption. The figures will be entered on the appropriate meal line. When operational rations are served to these personnel the headcount will not be included in this section, however headcount data will be entered on Section E.

Line 3, Columns b, c, d and e

Figure E-1. Sample DA Form 2970 (Headcount Report) and instructions—Continued

Enter the headcount of personnel served (A-rations) reimbursing the Government with cash at time of consumption, (from DD Form 1544) to include group payment. The figures will be entered on the appropriate meal line.

Section B, Common Service

Lines 4 through 8, Columns b, c, d and e

Enter the headcount served (A-rations) for breakfasts, lunches, dinners, brunch or supper to authorized active duty SIK personnel of other services. The figures will be entered on the appropriate meal line.

Section C, Reimbursements

Lines 9 through 14, Column a

When required, enter in column a the appropriate Service component, country (MAP), or program being reported.

Lines 9 through 14, Columns b, c, d and e

Enter headcount served by Service component, country (MAP), or program for which reimbursement is required. Headcount will be entered as follows--

a. Central billing. Personnel of programs/components for whom reimbursement is accomplished by central billing are prescribed in paragraph E-4a(3)(a). The action required at dining facility level to effect reimbursement is to list the total number of breakfasts, lunches, dinners, brunches, and suppers by Service and component.

b. Local reimbursement (other than cash collection). Personnel of programs/components for whom reimbursement is to be accomplished by local reimbursement are prescribed in paragraph E-4a(3)(b). Local reimbursement may be accomplished by deferred payment or the use of a MIPR. Enter the total number of breakfasts, lunches, dinners, brunches, and suppers by Service and component.

Section D, Totals

Lines 15, 16 and 17, Columns b, c, d and e

Enter the total of all the headcount reported in lines 1-14 for a specific date and by specific meal (breakfast, lunch, dinner, brunch or supper). See note #1 for completing columns f, g, and h.

Section E, Operational Rations

Figure E-1. Sample DA Form 2970 (Headcount Report) and instructions—Continued

The data reported in this section only documents those transactions completed during a specific day and a single accounting period. This section reports headcount or present-for-duty strength when individually packaged operational rations, commercial box lunches, and other types of operational rations are furnished to SIK personnel or furnished to personnel reimbursing the Government through payroll deduction or cash sales. Common service feeding, central billing, and local reimbursement for operational rations are also included here. Enter the headcount by type of ration used (box lunch (B/L), MRE or Other). When using an operational ration other than those listed, enter the type of ration used in the blank space available. This headcount is not included in Sections A, B, C or D as the dining facility was not charged nor earned credit for these meals.

Heading, Date, Columns b, c, d and e

Enter date(s) for which headcount is being reported. The date(s) are applicable to lines 18 through 28. If 2 months are involved, prepare two reports. (For example, one report will be prepared for the 30th of one month and a second report for the 1st and 2d of the following month.)

Line 18-21, Columns b, c, d, and e

Enter the total headcount and/or present-for-duty strength for each service by the type operational ration used (MRE, commercial box lunches, or other) that were furnished to SIK personnel or furnished to personnel reimbursing the Government through DFAS action.

Line 22 through 27, column a

When required, enter the appropriate category being supported such as Service component, country (MAP), or other program(s) being reported.

Line 22 through 27, columns b, c, d and e

Enter the total headcount and/or present-for-duty strength by the type operational ration used (MRE, commercial box lunches, or other) that were furnished to the personnel in this category.

Line 28

Enter the number of operational ration meals sold for cash (from DD Form 1544) by meal and by date.

3. Remarks

This section will be used to report required data not included elsewhere in the report. If all of the data cannot be entered in the space provided, use a continuation sheet and make the following entry in this section: "Data reported on continuation sheets".

Figure E-1. Sample DA Form 2970 (Headcount Report) and instructions—Continued

a. ARCS accounts. Units operating an appropriated fund dining facility under ARCS and receiving subsistence support directly from other than Army sources (for example, Air Force, Navy, or Army National Guard) will furnish the following information, some of which may have to be obtained from the TISA or the food activity of the Service providing the support:

(1) Statement that the dining facility is operating under ARCS.

(2) Identification of Service providing support to include installation.

(3) Monetary value of the BDFA for the reported month.

(4) Dollar value of all subsistence supplies received during the month. (Dollar value will be furnished by food service activity of the Service providing the support.)

b. Eighth U.S. Army. Eighth U.S. Army units will complete the following data:

(1) Number of meals (included in Section A headcount, line 1) served to Republic of Korea (ROK) personnel on a nonreimbursable basis. These figures will be obtained from daily records maintained in each dining facility.

(2) Number of meals (included in headcount line 1) served to Korean Augmentation to US Army (KATUSA) personnel on a nonreimbursable basis. These figures will be obtained from daily records maintained in each dining facility.

c. Enter the total headcount from civilians unable to pay for meals served during disaster or emergency conditions. This headcount will be included in line 3.

d. When local national employees pay in cash, all or a portion of the rate prescribed in this regulation, or the employee's portion of food cost is deducted from his or her pay, the following entry will be made in this section. "Reimbursement to the OMA (subsistence) in the amount of \$X.XX is to be deducted from the salaries portion of the OMA for (number) ... meals served to local national personnel."

e. Units receiving a special food allowance (warming and cooling beverages) for field training will enter the total number of personnel supported and the cost of the special food allowance.

4. Date Enter the date the form is signed.

5. Signature of FSO/Commander

Type in the name, rank, title OCONUS or CONUS, and phone number of the commanding officer, or FSO (DA civilian or NCO of the unit when authorized by AR 30-22) of the unit organization, dining facility, or consolidating headquarters. The person signing the form will sign above their name.

Figure E-1. Sample DA Form 2970 (Headcount Report) and instructions—Continued

Notes:

1. Columns f, g and h will be completed in the following manner.

(a) Column f. Enter the total of columns b, c, d, and e.

(b) Column g. Enter the total of column h from the last report if the report is from the same accounting period. For the first report of the accounting period, no data will be entered in this column.

(c) Column h. Enter the total of columns f and g.

2. The data documented on the Headcount Report, DA Form 2970 is for only one accounting period.

Figure E-1. Sample DA Form 2970 (Headcount Report) and instructions—Continued

E-2. Frequency of submission for dining facilities

a. Active Army dining facilities (Army ration credit system (ARCS)) drawing subsistence from a prime vendor or TISA will submit consolidated headcount data according to the schedule published by the SSM per AR 30-22.

b. Active Army units (ARCS), operating a dining facility and receiving subsistence support from other than an Army supply source will—

(1) Complete column h of all sections as appropriate on DA Form 2970, as of the last day of each accounting period.

(2) Submit the completed form to the designated TISA approved by the installation. This data will be incorporated in the installations DA Form 2969.

c. Units being supported by allied nations will submit their forms to a designated TISA at the end of each month or the end of the month following the exercise. The report will contain, as a minimum, the cumulative data for all applicable lines for the reported period.

d. Reserve Component units (operating under ARCS) drawing rations from any TISA, RC prime vendor, or purchasing raw ingredients locally will submit the appropriate headcount reporting document according to the schedule established by the DOL/USPFO for ARNG and RCS/DRS for USAR units.

E-3. General instructions for preparation and submission

Lines on DA Form 2970 that have no entries will be left blank. Do not annotate with a zero or the word “none”. ARNG and USAR units operating a dining facility (ARCS) will complete the form in the same manner as prescribed for the Active Army. Where applicable, headings will be changed to reflect the correct component.

a. *Section A.* This section provides for reporting meals furnished to Active Army personnel authorized to subsist without reimbursement (SIK personnel), meals furnished to personnel conducting field training or field operations (TFA/FD), and meals sold for cash.

b. *Section B.* This section provides for reporting meals furnished to personnel of other military Services on a common service basis without reimbursement. Separate line entries will be made for each component by Service. This section will include the ARNG and USAR soldiers.

c. *Section C.* This section provides for reporting meals served to personnel of another Service component and other authorized personnel for which reimbursement (central billing) must be made. Billing for meals reported in this section will be through central billing as described in (a) and (b) below. This section will be used to report meals served to personnel using either deferred or group payment procedures or RCs will use this section to report meals served to Active Army or other Service components for which reimbursement is required.

(1) Central billing by Active Army. Billing for reimbursement of meals furnished in Active Army dining facilities to personnel from ROTC (senior and junior), Job Corps, or Youth Conservation Corps, will be accomplished centrally at departmental level.

(2) Local reimbursement. Local reimbursement is accomplished by cash reimbursement using the deferred or group

payment (other than at the time of consumption) procedures, or by providing the FPM office payment through the use of Military Interdepartmental Purchase Request (MIPR). Local reimbursement will apply to the following categories of personnel: U.S. Air Force Reserve, Air National Guard, U.S. Marine Corps Reserve, U.S. Navy Reserve, MAP, and other authorized personnel (for example, U.S. Coast Guard, labor service, KP, and the Canadian, British, Italian and German Armies). MAP personnel will be identified by country. The remarks section will be used if additional lines are required.

(3) Central billing by RC for reimbursement of meals furnished in RC dining facilities to personnel of Active Army, other Army Reserve components, ROTC (senior and junior), Job Corps, and Youth Conservation Corps will be accomplished centrally at the departmental level.

d. Section D. This section provides the total headcount entered in sections A, B and C by type meal (B/L/D) by date.

e. Section E. This section provides for reporting of headcount when operational rations are used (UGR–A, UGR–H&S, individual packaged operational rations or operational ration box lunches), furnished to SIK personnel, sold for cash, and furnished to personnel reimbursing the Government through DFAS action.

(1) Data pertaining to type of operational rations and sold for cash, as described above, will be reflected on line 27.

(2) Data pertaining to type of operational rations, as described above, furnished to Active Army personnel reimbursing the Government through DFAS action will be reflected on line 18.

(3) Headcount data reflected in this section will not be included in the total headcount (sections A–D).

E–4. Routing

a. Active Army units operating under ARCS receiving subsistence support from Army sources will submit DA Form 2970 through subsistence supply channels to the SSM.

b. Active Army dining facilities operating under ARCS receiving subsistence support from sources other than Army (that is, U.S. Navy, U.S. Air Force, commercial sources, and so forth.) will submit a DA Form 2970 to an installation identified supporting TISA to be included in that installations DA Form 2969.

c. ARNG units will submit the DA Form 2970 to the DOL/USPFO per the schedule established by the USPFO.

d. USAR units will submit the DA Form 2970 to the RCS/DCS per the established schedule.

E–5. Corrections

When it becomes necessary to submit corrected headcounts to the SSM the FOS will prepare a separate DA Form 2970. The FOS will complete the heading and only adjust the appropriate “Cumulative Total to Date” column, (column h) to reflect the corrected total(s) and enter in the remarks section the reason(s) for the change (that is operational ration headcount data Oct 16–20, incorrect headcount lunch (added 20), 17 Oct XX). These submitted corrected total(s) (column h) will be used as the “totals last report” (column g) on the next submitted DA Form 2970. “Corrected Copy” will be written at the top and bottom of the DA Form 2970 on both sides of the form. After reviewing the corrected copy the commander or FSO will sign the DA Form 2970. The FOS will—

a. Attach the corrected DA Form 2970 to the appropriate (either the end of month or the last submitted) original.

b. Attach a copy of all documentation associated or causing the changes.

c. Submit all documentation to the FPM for review and approval.

d. Once the corrected copy has been approved by FPM the FOS will submit the corrected copy to the SSM, DOL/USPFO, or MUSARC as appropriate.

e. The FOS will file the appropriate original and corrected DA Forms 2970, affixed to one another.

Appendix F

Preparation of Food Service Management Board Minutes

F–1. General

a. The minutes of the command or installation food service management board meeting will be prepared to include the following information. Paragraphs requiring information not available will be marked N/A.

b. The name of the command or installation, date, and time of the meeting, and purpose of the convening board.

c. List of attendees (voting, non-voting, and guests).

d. The month of the published menu being reviewed. A statement by the installation surgeon’s representative that the menu, as revised, is nutritionally adequate.

e. The application in each installation dining facility to the Army menus standards addressed in AR 30–22 and this Pam.

f. An entry noting that the minutes of the previous month were reviewed for accuracy and approved or changed as noted in the minutes of the current month.

g. A statement concerning the installation cumulative over or under spent status for both the current accounting

period and year-to-date. This is obtained from the dining facilities DA Form 7455, Financial Summary (see figure 3–15) for each dining facility under the installation's operational control. This cumulative status is arrived at by deducting the total of all underspent facilities from the total of overspent facilities. If the installation is in overspent status (either for the current accounting period or year-to-date), an entry will be made reflecting actions initiated by the installation to eliminate the over spent status.

h. A list of excess items reported by the SSM and the planned used. When there are no items reported in excess, a negative report will be furnished by the SSM.

i. A list of subsistence items added or deleted from the catalog or Master Item File (MIF), any changes in the unit of issue, or increased or decreased issue factors.

j. A statement concerning the installation cumulative inventory objective by dining facility.

k. Comments on the subsistence prime vendor and equipment prime vendor performance.

l. Additional comments (if any). List comments reflecting on the overall food program, unsatisfactory subsistence, status of related supplies, support to RC, operations or individuals recognized for superior performance, etc.

m. A notation of the time the meeting was adjourned.

F–2. Board minutes

The board minutes, signed by each voting member, will be forwarded to the installation or overseas commander for review and approval.

F–3. Distribution

A distribution of the Installation Food Service Management Board minutes will be made as shown:

- 1 copy HQDA DCSLOG (DALO–SMT)
- 1 copy MACOM
- 1 copy ACES (ATSM–CES–QA)
- 4 copy SSM
- 5 copy FPM
- 1 copy Installation Surgeon
- 1 copy each Dining Facility
- 1 copy each supported RC

Appendix G

Unsatisfactory Material Report (UMR) (Subsistence)

G–1. Units eligible to report food items

a. The DD Form 1608 (Unsatisfactory Material Report (UMR)) is used to report subsistence items that are found unsuitable for the intended use (see para G–2, a, (1), (2), (3) below) in some identifiable and measurable way. The report pertains to foods obtained through prime vendor program or military supply channels. The UMR applies to Army activities with—

- b.* Troop Issue Subsistence Activities.
- c.* Food service operations.
- d.* Veterinary food inspection activities.
- e.* Other activities that perform food service quality assurance functions.

G–2. Conditions reported on the UMR

a. Unsuitable subsistence from supply sources established by DSCP or other military procurement agencies is reported on DD Form 1608. The following are reported on DD Form 1608:

- (1) Unwholesome subsistence products, which exhibit the foreign material, bacterial contamination, spoilage, insect or rodent infestation, or contamination.
- (2) Unsatisfactory product characteristics (for example, off-flavor; improper size, texture, color or odor, difficult to mix, re-hydrate, or open; or time consuming to prepare).
- (3) Subsistence items that do not meet the specifications.

b. The form may also be used to recommend product improvements for operational rations such as UGR–A and UGR (H&S) and individual operational meals (MRE). When used for this purpose, the form normally would not have to be coordinated with the veterinary activity.

c. When reporting deficiencies that present a significant health hazard, you are required to make immediate telephonic notification to ACES, DSN 687–3005 (commercial prefix 804–734). This immediate notice allows whole-sale stocks to be placed on hold, if required. After telephonic notification a UMR is prepared as follows—

- (1) A DD Form 1608 will be submitted within 3 workdays following the telephonic notification.
- (2) After completing block 17 narrative, enter the following statement: "Confirmation of telephone call (enter name of person and organization who received the call, and time/date of call)."

G-3. Conditions not reported on DD Form 1608

- a. Damages caused by inadequate packaging, packing, or marking. The SF 364 (Report of Discrepancy) is used to report these types of deficiencies.
- b. Loss resulting from mishandling and improper storage at the installation.
- c. Discrepancies or losses that are resolved, corrected, or adjusted at the installation level or within 24 hours by the prime vendor.
- d. Losses or damages resulting from shipper discrepancies and carrier mishandling.

G-4. Preparation of DD Form 1608

- a. The individual that identifies the deficiency initiates the UMR. This could be a cook, other dining facility personnel, TISA personnel, veterinary personnel, and so forth. The initiating activity should place a sample on hold or request the veterinary service to submit a sample to the laboratory for detailed analysis.
- b. To report unsuitable subsistence on DD Form 1608, complete the required information in the following blocks:
 1. Date prepared. Enter the date the form was initiated.
 2. Receiving activity. Send to- Army Center of Excellence, Subsistence ATTN: ATSM-CES-QA 1201 22nd Street Fort Lee, VA 23801
 3. Originating activity. Enter the name and address of the activity/unit/person submitting UMR.
 4. Item Nomenclature. Enter the name of the product (for example: beans, green).
 5. National Stock Number. Enter the NSN as shown on shipping container.
 9. Contract number. Enter the contract number obtained from the shipping containers. (If shipping container is not available, contact the FPM for help).
 17. Description of complaint. Give a brief explanation of what was unsatisfactory or unsuitable.
 19. Verifying official. Enter the name, title, rank, DSN or commercial telephone number, signature, and date signed of the person initiating the form. Note: The above information may be hand written.

- c. To complete DD Form 1608 to recommend product improvements, complete the required information in the following blocks:

1. Date prepared. Enter the date the form was initiated.
2. Receiving activity. Send to- Army Center of Excellence, Subsistence ATTN: ATSM-CES-QA 1201 22nd Street Fort Lee, VA 23801
3. Originating activity. Enter the name and address of the activity/unit/person submitting UMR.
4. Item Nomenclature. Enter the item nomenclature if known; otherwise enter the generic item name (such as, "green beans", "fried chicken", etc)
5. National Stock Number. Enter the NSN if known otherwise leave blank.
17. Narrative Description. Give a brief explanation of the product and what you regarded as poor quality. Be sure to include the type of ration (MRE, UGR, and so forth), and whether you ate the product hot or cold. Information such as field conditions, time of day, and your opinion of operational rations is generally useful in determining actions to be taken. Note: The above information may be hand written.

- d. Preparation of the UMR should be coordinated with the FPMO, TISA, and veterinary activities as follows:
 - (1) The SSM can supply information on source of shipment, dates received, requisition numbers, and size of lot or shipment received at the installation.
 - (2) The veterinary personnel will supply information on conformance to specifications, contamination, or fitness for human consumption.
 - (3) The FPM can provide technical guidance on the proper completion and submission of the UMR.

G-5. Processing and Evaluation of submitted UMRs

ACES will—

- a. Process the UMR by validating the submission and acknowledging receipt.
- b. Perform an analysis and recommend corrective actions (where appropriate).
- c. Attach in-house analysis and recommendations to the UMR and forward to DSCP.

Appendix H

Organization and Operations Plan for Subsistence Requirements Outline

H-1. General

In order to ensure Class I availability and the ration mix in quantities required to meet the commander's mission, adequate guidance must be included in all training plans. The command personnel or the group planning training with input from the logistics planners (to include the SSM, food advisory personnel, and the Class I officer), will complete the requirements identified in paragraphs 2 and 3 below. This data must also be coordinated in time to meet established order/ship time (OST) for Class I item desired. These data should also be provided to all personnel (unit, food service, and supply) participating in the training.

H-2. Command determinations

a. As a minimum, the following areas must be addressed in planning documents (letters of instruction, and operations orders) when training or training operations are conducted using these procedures.

(1) *Determine a supporting TISA*. When training is conducted at a supporting installation. The TISA will provide planning and ration support and will report required data to HQA. When training is conducted away from a supporting installation, contact the responsible MACOM, which will designate the supporting TISA and class I officer.

(2) *Designate a Class I officer*. The Class I officer will be at the highest Class I supply activity participating in the training operation.

(3) *Determine the subsistence supply distribution channels*. Prescribe the elements that will be involved in reports, requests, and actual supply flow.

(4) *Determine the menu/ration mix*. This is a list, day by day and meal by meal, of the rations to be used during the duration of the training (first 3 days MRE, next 5 days one MRE and two UGR-A rations, and last 3 days two MRE and one UGR-H&S ration).

(5) *Determine the ration requisition/issue cycle*. This is the number of days between submission of the food service sergeant's ration request and consumption of the ration. The command will publish the schedule of issues, which lists the required dates by day for requests, issues, and turn-ins.

(6) *Establish the start and stop dates of the training*. Develop a projected troop density during buildup and draw down.

(7) *Establish procedures for collecting cash*. Determine the procedures to collect cash for meals consumed by nonparticipants (evaluators and visitors) at the training site. As a minimum, procedures must address the following:

(a) Assignment of personnel to collect cash.

(b) Location of cash collection points. *Note*: Dependent on the anticipated volume of cash collection and/or mission requirements, cash collection points may be established at the training operations control headquarters, a designated kitchen location, or every feeding location.

(c) Security of sheets and funds while in the field.

(d) Turn-in of sheets and cash collected at the end of the training.

(8) *Additional guidance for handling cash is in AR 30-22, and this pamphlet.*

b. In conjunction with the S-1 officer, develop a method to ensure that all commanders have advance notice of required finance action (as prescribed in DOD FMR 7000.14-R) to effect reimbursement for all meals available during the training or training operation.

H-3. Additional determination by the command group

a. Determine procedures to ensure that the designated class I officer is provided personnel data (DA Form 5913). This unit report must include a breakdown of totals of participants by Service components and the total number of days the unit will participate in either the training or training operation. These data are required to be provided through channels to the supporting TISA. The data are used at HQDA level to effect reimbursement from other Service components for rations/meals provided their participants.

b. Determine whether there are local host nation support facilities requirements; if so, do they meet U.S. sanitation guidelines?

c. Determine whether additional warming/cooling beverages are required.

d. Determine and establish the method and the required funding to ship unconsumed rations at the end of the field training operation if required.

e. Determine applicable contingency plans for use upon deployment.

H-4. Operational consideration

Additional considerations or determination to be addressed by the planners are as follows:

a. When ice is desired or required, designate the authorized issue factor per person per day.

b. When expendable supplies are required/authorized by the command, they must be purchased using OMA,

OMAR, or OMARNG. MPA funds can be used only to purchase subsistence items. Ice will not be included as a subsistence item.

c. Arrange to transport trash to established trash collection points. Contract support or procedures for unit disposal at local trash point should be selected.

d. Determine whether any local procurement, other than TISA-provided, of subsistence will be required. Requirements must be coordinated with supporting contracting and veterinary personnel.

e. Determine whether veterinary personnel are adequate for subsistence support requirements.

f. Determine whether supply and service locations (Class I, water, fuels, landfill) have been identified and provided to the user.

g. Determine whether a method has been developed to retrograde unconsumed rations.

h. Determine the extent of religious rations required to support operations.

Glossary

Section I Abbreviations

ACES

Army Center of Excellence, Subsistence

ACSIM

Assistant Chief of Staff, Installation Management

AFFS

Army Field Feeding System

AFMIS

Army Food Management Information System

ALFOODACT

All United States Military, United States Coast Guard , and Army and Air Force Exchange Service Activities.

AG

Adjutant General

AMC

United States Army Materiel Command

ARCS

Army Ration Credit System

ARNG

Army National Guard

ASA (ALT)

Assistant Secretary of the Army for Acquisition, Logistics, and Technology

AT

annual training

BAS

basic allowance for subsistence

BDFA

basic daily food allowance

BEQ

bachelor enlisted quarters

CAR

Chief, Army Reserve

CLO

civil liaison officer

CO

contracting officer

CNGB

Chief, National Guard Bureau

COE

Chief of Engineers

CONUS

continental United States

COR

contracting officer's representative

CTA

common table of allowances

DA

Department of the Army

DAC

Department of Army the Civilian

DCS, G-4

Deputy Chief of Staff, G-4

DCS, G-3

Deputy Chief of Staff, G-3

DCS, G-1

Deputy Chief of Staff, G-1

DCS, G-8

Deputy Chief of Staff, G-8

DFA

dining facility attendant

DFAS

Defense Finance and Accounting Service

DIS

directorate of industrial services

DLA

Defense Logistics Agency

DOD

Department of Defense

DODAC

Department of Defense activity codes

DOL

directorate of logistics

DPW

directorate of public works

DRC

direct reporting command

DRMO

Defense Reutilization & Marketing Office

DSCP

Defense Supply Center, Philadelphia

EPDF

enlisted personnel dining facilities

EUM

essential unit messing

FFS

full food service

FM

field manual

FMR

financial management Report

FMT

food management team

FORSCOM

United States Army Forces Command

FOS

food operations sergeant

FPM

food program manager

FSMB

Food Service Management Board

FSMP

Food Service Management Plan

FSO

Food Service Officer

GBL

Government bill of lading

HQDA

Headquarters, Department of the Army

HCP

health and comfort pack

IDT

inactive duty training

IGE

independent Government estimate

ISSA

Interservice Support Agreement

JFTR

Joint Forces Travel Regulation

KATUSA

Korean Augmentation to the United States Army

LTA

Local training area

MACOM

major Army command

MCA

military construction, Army

METT-T

mission, enemy, terrain, troops, and time available

MIS

management information system

MPA

Military Personnel, Army

MRE

meal, ready-to-eat

MTOE

modification table of organization and equipment

MWR

morale, welfare, and recreation

NAPA

National Allowance Pricing Agreements

NCO

noncommissioned officer

NGB

National Guard Bureau

NSN

national stock number

OCONUS

outside continental United States

OMA

Operation and Maintenance, Army

OPA

Other Procurement, Army

PBO

property book officer

PCS

permanent change of station

PWS

performance work statement

QASP

quality assurance surveillance plan

RC

Reserve Component

RCSS

Reserve Component Subsistence System

RIM

retainable instructional materiel

ROTC

Reserve Officers Training Corps

RPA

Reserve Personnel, Army

RSC

regional support command

SIK

subsistence in kind

SMP

Simultaneous Membership Program

SOP

standing operating procedures

SPV

subsistence prime vendor

SSM

subsistence supply manager

TAG

The Adjutant General

TDA

table of distribution and allowances

TDY

temporary duty

TFA

temporary field assignment

TISA

troop issue subsistence activity

TOE

table of organization and equipment

TRADOC

United States Army Training and Doctrine Command

TSG

The Surgeon General

UBL

unit basic load

UGR

united group ration

UGR-A

unitized group ration-A

UGR-H&S

unitized group ration-heat and serve

UMR

unsatisfactory material report

USAF

United States Air Force

USAR

United States Army Reserve

USARC

United States Army Reserve Command

USARPAC

United States Army Pacific

USMC

United States Marine Corps

USMCR

United States Marine Corps Reserve

UMCJ

Uniformed Code of Military Justice

USPFO

United States Property and Fiscal Officer

VSP

veterinary service personnel

Section II**Terms****A la carte**

A system in which a wide variety of food items are available for selection, and are purchased separately. Each food item is individually priced based on cost.

“A” ration

Perishable (fresh or frozen) and semiperishable items necessary to comply with garrison menu standards described in paragraph 3-69 of this pamphlet.

Army Ration Credit System (ARCS)

The Army Ration Credit System is the Army's garrison subsistence requisitioning and accounting system. Procedures prescribed in chapter 3 of this pamphlet for subsistence estimates, requisitioning, receipt, and inspection will apply for subsistence either used in garrison or used for garrison support for field training/operations.

Basic allowance for subsistence (BAS)

a. A cash allowance paid to soldiers, officer and enlisted, to help reimburse them for the expense of subsisting themselves. b. When used in this pamphlet to describe enlisted personnel, it applies to those who receive BAS, must reimburse in cash when eating a Government supplied meal, and do not reside in a barracks on an Army installation.

Box lunch

A meal prepared in the dining facility using in house food items as part of the normal ration, or box lunches obtained from the prime vendor. Each box lunch contains sufficient subsistence for one person for one meal.

Brunch

Combines a combination of an enhanced breakfast and a more substantial lunch served during an extended meal period. It is 45 percent of the BDFA. When a brunch meal is served, a supper meal must be served also.

Catered meal

A meal prepared in a commercial establishment for consumption there or delivered to a specific location for consumption, or prepared at the consumption site using the caterer's portable equipment and subsistence supplies.

Central reimbursement/central billing

Reimbursement accomplished at the departmental level. Occurs when meals are served to individuals or units and reported to HQDA.

Commander

A commissioned/warrant officer, who by virtue of his or her grade and assignment, exercises primary command authority over a military organization or prescribed territorial area that is recognized as a command by official directive.

Commercial contract meal

A meal obtained by contract from commercial sources, normally catered.

Common service feeding

A meal provided by one military active Service to personnel of another active Service for which individual or Service reimbursement is not required.

Consolidating headquarters

A headquarters that consolidates requirements of subordinate elements and provides required subsistence support.

Cooling beverage

Water, fruit juices, or beverage base mixes that have been chilled to be more palatable to the soldier in hot weather.

Cost price

The amount per item paid by the TISA for subsistence.

Deferred payment

Generally used in emergency feeding or for other unusual situations. If the diner is unable to pay for meals (as determined by the installation commander or by the local disaster coordinator (or representative)) the diner signs DA Form 3032 for each meal served. Reimbursement for all meals served is made by the individual or coordinating agency at a later date. When it is not feasible to obtain individual signatures, one line entry accounting may be used.

Dining Facility Attendant Service Contract

Those activities required to perform janitorial, custodial duties within dining facilities. Included are sweeping, mopping, scrubbing, trash removal, dishwashing, waxing, stripping, buffing, window washing, pot and pan cleaning and other sanitation related functions.

Discount meal rate

The rate paid by personnel required to reimburse the Government for only the food cost portion of meals consumed in an appropriated fund dining facility.

Entitlement

Enlisted soldiers are authorized a daily ration for each day of active duty except when entitled to monetary payment (basic allowance for subsistence) or the meal portion of per diem in lieu thereof. Officer personnel are authorized a monetary payment to defer subsistence expenses.

Essential unit messing

Any group messing declared by appropriate authority as essential for operational readiness, the conduct of military operations, or necessary for the effective conduct of training where members are required to use messing provided by or on behalf of the Government. Members are entitled to travel reimbursement for incidental expenses, but not for

subsistence. Designation for essential unit messing shall be applied only to organizational units and to operational elements and detachments, not to individual service members.

Family member

A person residing with or under the sponsorship of a military member and entitled to a military identification card; even though the military member may be a prisoner of war, missing in action, or serving in an isolated area.

Field duty

Any maneuvers, war games, field exercises, or similar operations in excess of 180 days where a member is subsisted in a mess operated by or on behalf of the Government or with an organization drawing field rations.

Field operations

Units training in the field who require billeting in field accommodations for DFAS action for participants.

Field training (local training area)

Training in the field that is less than 24 hours in duration and does not require DFAS action (that is weapons NBC and CTT training, and so forth).

Food cost index

A representative list of specific quantities of food items used to compute the monetary value of the basic daily food allowance.

Food operations sergeant

A food service sergeant or civilian equivalent managing a dining facility.

Food program manager

The senior food analyst (military or civilian) and advisor to the installation commander. When used in this publication, the term also refers to the State Food Advisor for the ARNG and the RSC/DRC Food Advisor for the USAR.

Food service personnel

Persons engaged in food preparation, food service supervision, or service.

Full food service contracts

Contracts governing those activities that comprise the full operation of an Army dining facility. This includes, but is not limited to, requisitioning, receiving, storing, preparing and serving of food. Also included is the performance of related administrative, custodial, and sanitation functions.

Guest

A person other than a family member who is invited and escorted by a military member, as authorized by the installation commander and according to the provisions of this regulation.

Holiday meal rates

The rates to be charged for the Thanksgiving, Christmas, and Army Birthday special meals.

Installation commander

A commander of an Army installation, USAR installation, Area Support Group for USAREUR, area command for EUSA, State Adjutant General for ARNG and DRC/RSC commander for the USAR.

Issue factor

The amount of food required for 100 persons as specified in the recipes and menus. This factor is used to calculate the exact quantity required to be issued each dining facility based on the number of meals required to be prepared.

Local national personnel meal rates

The rate to be charged to local national dining facility employees for meals consumed while on duty.

Management and food production contracts

Contracts governing those activities which comprise the management of a Army dining facility to include requisitioning, receiving, storing, preparation, and serving of food. Also included is the performance of related administration and sanitation functions. DFA services are not included.

Meal

A specific quantity of nutritionally adequate food provided one person during one scheduled serving period.

Meal card

Applies primarily to the DD Form 714; DD Form 714-E; DD Form 2A (BCT and AIT trainees only) and DD Form 2A (RES). These cards are used to identify subsistence in kind entitlement for Active and Reserve Component soldiers.

Meal, ready-to-eat

A packaged operational meal designed for issue as individual packets or in multiples of three for a complete ration. The components are packaged in flexible envelopes.

Officer

A commissioned officer, warrant officer, civilian or noncommissioned officer when performing the duties normally assigned to a commissioned officer, or when specifically authorized.

Operating charge

The charge established to recover operating expenses in appropriated fund food service activities.

Operational ration

A ration prescribed for individuals performing duty in time of war or other emergencies and composed of semiperishable items. Operational rations are used in peacetime for emergencies, travel and training to assist in the rotation of War Reserves.

Performance work statement

A document normally prepared by or under the supervision of the chief or commander of the function involved. It prescribes the work, services, and products, if any, to be furnished; the quality standards to be met; and, the time of performance or delivery. When incorporated in a solicitation or contract package, the PWS becomes Section C (Description and Specifications of the uniform contract format.

Quality assurance

Standards established by the Government for the purpose of evaluating the quality of contractor performance and assuring compliance with contract requirements. In food service contracting, Quality Assurance has the same meaning as "inspection".

Quality assurance evaluator

An individual assigned duties of inspecting a contractor's performance in accordance with quality assurance provisions of the contract.

Quality control

Internal actions and inspections exercised by a contractor over the work force and overall operations to achieve the quality standard and time of performance of the delivery date(s) set forth in the contract.

Receiving point

A location where Class I supplies are received, inspected for condition, counted, and weighed (when applicable).

Remote sites

A location where alternative food facilities do not operate during prescribed installation meal hours or are not located within practical commuting distance.

Sampling (food)

The consumption of two or three bites of food items for the purpose of determining palatability and the application of proper cooking procedures.

Standard meal rate

A fixed rate that includes the cost of the food and a charge for related operating costs.

Standard price

The price per item charged to the dining facility account by the TISA. It is calculated by rounding the cost price according to the 5-mil rule.

Subsistence-in-kind (SIK)

Describes soldiers who do not receive BAS, are authorized to subsist for free in an appropriated fund dining facility, and who reside in the barracks on an Army installation.

Supper

A more substantial meal than the typical dinner. It is 55 percent of the BDFA and is served as the second of two meals for the day whenever a brunch meal is served.

Temporary field assignment

Any maneuvers, war games, field exercises, or similar operations of 180 days or less where a member is required to use messing provided by or on behalf of the Government. The member's travel reimbursement is the same as for field duty.

Troop issue subsistence activity

The element of an installation responsible for processing requisitions and receipts for subsistence items. When required, it will also receive, store and issue subsistence items for organizations and activities authorized to purchase.

Unit

Any constituted, activated, or organized military element with an assigned unit identification code, whose structure is prescribed by competent authority, such as a suitable Modified Table of Organization or Table of Distribution and Allowances. For this regulation, a unit may or may not be part of a parent organization.

Unitized group rations

Unitized group rations are composite stocks that are configured to provide a definite number of meals. It is configured for ease of distribution, accounting, and preparation.

Unitized group rations-A

Unitized rations made up of the types of items normally found in a garrison environment. Used to provide a higher quality meal in a less austere field environment. Requires more subsistence personnel and equipment than other operational rations. Replaces line item A rations for field feeding.

Unitized group rations-heat and serve

Unitized, tray packed rations that are used to provide meals that are more pleasing than individual meals but require less subsistence personnel and equipment than the UGR-A.

Warming beverage

Coffee, tea, hot chocolate, and soups served to soldiers in cool/cold environments.

Section III**Special Abbreviations and Terms**

This publication uses the following abbreviations, brevity cods, and acronyms not contained in AR 310-50.

IFSEA

International Food Service Executives Association

UNCLASSIFIED

PIN 080238-000

USAPA

ELECTRONIC PUBLISHING SYSTEM

OneCol FORMATTER WIN32 Version 188

PIN: 080238-000

DATE: 10-15-02

TIME: 10:46:56

PAGES SET: 243

DATA FILE: C:\wincomp\p30-22.fil

DOCUMENT: DA PAM 30-22

SECURITY: UNCLASSIFIED

DOC STATUS: NEW PUBLICATION